


*The Chandler
Practical Shorthand*



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THE CHANDLER PRACTICAL SHORTHAND

FOR SCHOOLS, COLLEGES
AND SELF-INSTRUCTION

BY

MARY A. CHANDLER ATHERTON

*Founder of the Chandler Normal Shorthand School
Boston, Mass.*

Edition of 1912

(Eighth Edition)

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BY

MARY A. CHANDLER ATHERTON

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FOREWORD.

The Chandler Practical Shorthand is the result of more than twenty years' experience as shorthand instructor, during which time the efforts of the author have been directed toward the creation of a system which should be both legible and speedy. It was needed and therefore is.

The system, as a whole, represents original work; and while it involves elements of systems which have preceded it, especially of that known as Takigrafy, it nevertheless contains shorthand forms and principles entirely new and fundamental, which are not to be found in any other text-book.

In presenting this EIGHTH EDITION the chief aim has been to present the principles of word-building so clearly, concisely, logically, and definitely as to make possible UNIFORMITY OF SHORTHAND WRITING, as a result of which the notes of each writer are made intelligible to every other writer. Without this intelligibility, shorthand, as a branch of popular education, fails of its purpose.

THE AUTHOR.

June, 1912.

ESSENTIAL POINTS OF THE SYSTEM.

1. The Chandler Practical Shorthand combines absolute legibility with rapidity.

2. It is simple. It has no cumbersome nomenclature, and, having no "positions," can be written without lines as readily as with them.

3. It is definite, and therefore easily read independent of context.

4. It is logically progressive; each successive step is both a natural and necessary outgrowth of what has preceded.

5. It is strictly graded, making it possible for one teacher to take the place of another without subjecting the pupil to the cruel and discouraging process of unlearning and relearning.

6. It is eminently practical. It has stood the test of time and use in every department of shorthand work, and has made its way *solely on its merits*.

7. It is preëminently *the* system for the public schools.

PLAN OF ARRANGEMENT.

Section One deals with words containing Joined Vowels only.

Section Two introduces Disjoined Vowels.

Section Three introduces Union Characters and presents all the principles governing the Circle and Alphabetic Z and S.

Section Four introduces Compounds, True and False.

Section Five contains a complete list of Abbreviations and all Irregular Phrases.

Section Six consists of Writing Exercises, selected with especial reference to their character-building power.

Each section carries forward and amplifies the principles presented in the previous section or sections, thus enabling the pupil to trace every principle from beginning to end and consider it as a whole.

The Special Shortening Principles (Prefixes, Endings, etc.) are grouped at the end of each section.

Rules.

The rule governing each principle is presented *in full* where that principle is first introduced. Such part or parts as cannot be illustrated at that point are marked with a star and referred forward to a corresponding dagger, where the missing illustrations are presented. The numbers within the parentheses following the stars refer to the pages on which the missing examples may be found; the numbers within the parentheses following the daggers refer back to the pages on which the rules may be found.

Explanation of Initials in Parenthetic Sub-Headings.

V.A.S.O.E.	Vowel of Accented Syllable Only Expressed.
A.V.O.	Accented Vowel Omitted.
V.U.	Vowel Unnecessary.
E.D.	Ending Disjoined (used only in Independent Work).

Under V.A.S.O.E. are included no words which are accented on the initial syllable.

Throughout Sections One and Two, all words, in both the keyed and independent work, which belong under the first three classifications named above, are so noted. These sub-headings are discontinued in Sections Three and Four, except in the Independent Work.

A parenthetic sub-heading is intended to govern only the words immediately following it, though there are cases in which it includes the words under the succeeding heading, as in the case of *firewood*, under "Prefix *FIRE*," page 49.

SUGGESTIONS TO TEACHERS.

The present edition, like its immediate predecessor, has been purposely planned in such a way as to prevent the student from attempting general dictation until the necessary foundation has been laid. Long experience has proved that to "make haste slowly" is to make haste rapidly.

After Section One and such parts of Section Two as deal with the four principles governing intermediate disjoined vowels have been completed, the Alphabet of Union Characters and the Alphabet of Compounds may be introduced, with simple illustrations; or, better still, these alphabets may be taught while developing these four principles, thus preparing the way for general matter.

Such matter may be introduced long before the *completion* of the principles of the text-book, provided each exercise is preceded by a preliminary drill covering all new abbreviations, special and irregular phrases, and all words under principles not yet taken up. In this drill the teacher should include all new regular phrases.

The text-book, as a whole, provides a comprehensive course; but by judicious skipping a SHORT COURSE may be given, when desirable, without omitting any principle or breaking the continuity of ideas.

It goes without saying that no matter how wisely any shorthand course may be planned, there will still remain limitless possibilities for the display of originality and judgment on the part of the instructor, as no text-book, however effective, can

take the place of a live, intelligent, forceful, discriminating, sympathetic teacher.

“Ah, teacher, let me hear you teach!

.

You have read the huddled tomes
Of many an alcoved shelf;
But, have you stood beneath the stars
And listened to yourself?”

TO THE STUDENT.

RELIABLE as this method is, let no one depend too much on either method or teacher. The work, remember, must be done by yourself; and the fulness of success can come to you in one way only,—and that is by bringing to the work enthusiasm, energy, perseverance, and *invincible determination*; by being exacting with yourself, and never calling anything “good enough” that is not the *best* you can do; by putting an object at the end of every hour’s practice, and never dawdling over the work simply to kill time; by adopting for your motto, “There is no such word as fail,” and never losing sight of it.







Such common-sense measures, directed toward a common-sense method, make failure not only improbable but *absolutely impossible*.

ALPHABET OF SIMPLE SOUNDS.

Consonants.








GROUP 1.

(Straight Lines.)

	b	as in bib, babe.
	p	“ peep, pope.
	g	“ gig, gag.
	k	“ kick, cook.
	d	“ deed, did.
	t	“ taught, tot.







GROUP 3.

(Straight and Curved Lines.)

	th	as in this, breathe.
	th	“ think, myth.
	n	“ nun, noon.
	ng	“ sung, song.
	m	“ man, mum.
	l	“ lap, lull.
	r	“ roar, rear.







GROUP 2.

(Curves.)

	v	as in vivid, revive.
	f	“ fief, fife.
	zh	“ pleasure, mirage.
	sh	“ shoe, brush.
	z ¹	“ zest, whizz.
	s ¹	“ saw, face.

GROUP 4.

(Hooks.)

	w	as in we, wish.
	wh	“ why, whine.
	y	“ yes, yell.
	h	“ he, hid.
	j	“ judge, gem.
	ch	“ cheat, which.

¹Z and S are also represented by a small circle.

Vowels.

GROUP 5.

(Heavy Semicircles.)

- ˆ ē as in eat, tea.
 ˆ ā " hate, hay.
 ˆ ah " bah, laugh.

GROUP 7.

(Heavy Dashes.)

- ōō as in ooze, coo.
 \ ō " oh, go.
 / aw " all, law.

GROUP 6.

(Light Semicircles and Dot.)

- ˆ ĭ as in it, city.
 ˆ ě " ebb.
 ˆ ai " air.
 ˆ ă¹ - " at (or era, ask).

GROUP 8.

(Light Dashes.)

- öö ás in cook, book.
 \ ŭ " us (or err).
 / ö " ox (or organ).

Diphthongs.

GROUP 9.

- ˆ oi, oy, as in spoil, boy.
 ˆ ou, ow, " our, cow.
 ˆ i as in ice, pie.
 ˆ ew " pew, view.

¹ The character representing Short-*A* is used also to represent that sound of *A* which is between *AH* and Short-*A*, as in *ask*, *bathe*, *era*. This sound, by way of distinction, is called Medial-*A*.

HOW TO PRACTISE.

Consonants.

Make all consonants of equal length.

Speak the sound of the letter as you write it.

Be sure to strike *M*, *L*, and *R* upward.

Make the hooks of the hooked consonants first, and make straight backs to *W*, *WH*, and *H*.

Curve the back of the *Y*.

Slant all inclined strokes at an angle of about 45° .

Vowels.

Make the light vowels about one-fourth the size of the consonants.

Make the heavy semicircles a little larger than the light ones.

Always strike *AW* downward and Short-*O* upward.

Make the points of all diphthongs very sharp.

Incline *OI* and *OW* very much, and shade the downward strokes.

Make the sides of *I* and *EW* the same length, and incline them at the same angle. Neither side should be shaded.

General Instructions.

Choose unsized paper and a pencil adapted to it. It should be soft enough to admit of shading easily. A pen may be used if preferred.

Let the hand rest lightly on the *nails* of the third and fourth fingers and the muscles of the forearm. Strive for a free, gliding movement and persist until you get it.

Do not attempt to learn the entire alphabet at once; master one group at a time. Practise it, in the order given, until you can write it without a shadow of hesitation.

Be very particular about size, slant, shading, and proportion.

In the practise of words, think the sounds, not the letters, both in writing and reading. Think out the entire word before beginning to write; then write quickly and smoothly, without stopping at the joinings.

In the practise of sentences or general matter, keep the mind a little ahead of the fingers, that there may be no time lost between words.

Practise reading aloud, both forward and backward. Read each lesson until you can read it as readily as print. "Puzzling" out words is not reading.

The rules should not be committed to memory to be recited parrot-like, but by applying them. The words illustrating each part should be practised with the *rule in mind*.

Errors in reading may be guarded against by encircling an unfamiliar word or expression, *at the time of writing*; also by being watchful of the meaning of what is being taken and inserting the necessary punctuation-marks.

Diacritical Marks.

A period is indicated by a small cross (×); a dash, by a waved line (~~~~); a hyphen, by a short sign of equality (=); a capital letter, by a double accent mark under the *beginning* of the word ("); italics, by the single underscore; "all caps," by

the double underscore; a repeated passage, by the ditto marks ("); a break in note-taking, by a *long* oblique stroke through the line (/); an error in note-taking, by two parallel backward strokes through the word (//); an intentional omission (as in the expression Mr. Blank), by an ellipse through the line (O).

Numbers.

Unusual care should be exercised in the writing of numbers. They may be made to stand out clearly from the shorthand by leaving a space both before and after them.

Write one, two, six, and seven (standing alone) in shorthand, on account of the close resemblance of these figures to shorthand characters.

In writing round numbers, use the shorthand forms for thousands, millions, billions, etc., to avoid a succession of ciphers.

In writing even dollars, use the shorthand form for dollars instead of the dollar sign. To express cents, standing alone, use the commercial sign (ϕ). In writing amounts involving both dollars and cents, use figures.

The ordinals, 2d, 4th, etc., are expressed by writing the shorthand *D* or *TH*, respectively, at the upper right of the figure; 21st, 31st, etc., by writing the shorthand *ST* in the same place.

SECTION ONE.



Vowels Joined.


• *Every door is barred with gold,
And opens but to golden keys.*




— TENNYSON.


VOWELS JOINED.

General Principles Governing the Formation and Location of Outlines.

1. Vowels are joined to consonants in their natural order; that is, in the order in which they phonetically occur, as in *eat* , *tea* . All silent letters are omitted.

2. Initial up-strokes begin on the line of writing, as in *way* .

3. The first downward consonant stroke rests on the line of writing, as in *pay* , *take* , except in words beginning with an up-stroke, when the first downward consonant may extend slightly below the line, as in *wave* .

4. When all the consonants of a word are in a horizontal direction the first vowel rests on the line, as in *sage* .

Shorthand is read like print,—from the top downward and from left to right.

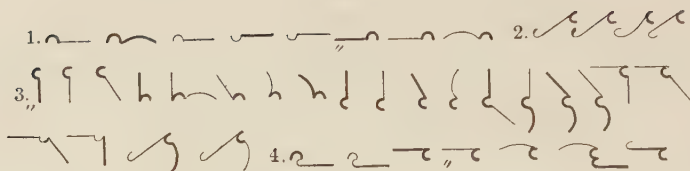
Semicircle Vowels.

(E, A, AH, Short-I, Short-A.)

KEY WORDS.

1. Eat, ease, it, add, at, Dee, tea (tee), see (sea).
2. Way (weigh), whey, yea, hay.
3. Abe, ape, ache, bee, piece (peace), key (quay), fee, thee, bay (bey), pay, gay, shay, bake, pave, gave, cave, tape, take tack, tab, wave (waive), waif.
4. Each, itch, day, Tay, say, sage, jay.= 48.

KEY.

**Initial and Closing Sounds of N, M, L, R.**

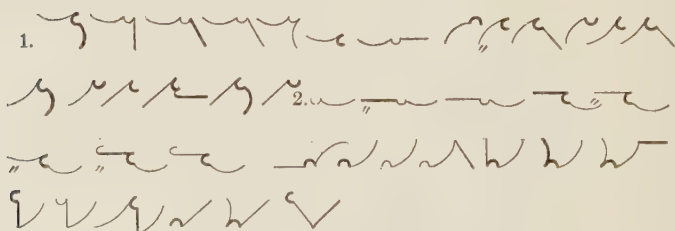
The sounds of *N*, *M*, *L*, *R*, at the *beginning* of a word or syllable should be given in such a manner as to suggest a vowel to follow, as in *nay*, *me*, *lay*, *ray*; elsewhere they should be given as if closed, as in *an*, *beam*, *ilk*, *fear*.

KEY WORDS.

Initial Sounds.—Nave (knave), nap (Knapp), nag, knack, gnash (Nash), nay (neigh), gnat (Nat), me, May, make, ma, lay, lake, lave, la, ray, rage, rave, rah.

Closing Sounds.—An (Ann), Dan, tan, deign (Dane), Taine, Nain, Jane, chain; team (teem), eel, ill, ilk, peel (peal), veal, field, able, apple, label, ear, fear, acre.= 49.

KEY.



WRITING EXERCISE I.





NOTE.—In the writing-exercises throughout the book all abbreviations are italicized and all phrases hyphenated. The abbreviations will be found repeated in the complete alphabetical list on pages 209–231.

Introducing *give* (or *go*), *do*, *to*, *is*, *think*, *will*, *you*, *the*, and the phrases, *do-you*, *the-way*, *will-you*.

1. \ — — o \ / / — 2. — / — / —

1. *Is the sage ill?*
2. *Do-you see the-way?*
3. *Will-you weigh the hay?*
4. Ray gave an acre *to* Ann.
5. Ann gave *the* chain *to* May.
6. Jane *will give* each an apple.
7. May *will take the* tea *to* Dan.
8. *Do-you think* May *will eat* it?
9. *Will-you take the* rake *to* Abe?
10. *Is the* Dane able *to pay the* fee? = 61.

General Principles Governing the Use of Vowels.

In a word containing more than one vowel, that one is expressed which makes the word clearest. Most frequently this is the vowel of the accented syllable, as in *reveal* ; it may, however, be the vowel of a prominent unaccented syllable, as in *rapid* ; or a vowel-syllable (that is, a vowel which of itself constitutes a syllable), as in *happier* . In some words it is necessary to express more than one vowel, as in *abbey* .

All vowels not essential to legibility may be omitted.

¹From a shorthand view-point the vowel constitutes a syllable.

KEY WORDS.

Aching, bacon, patient, Canaan, saying, racial, adding, Adam, average, wagon, javelin, peerage, image.

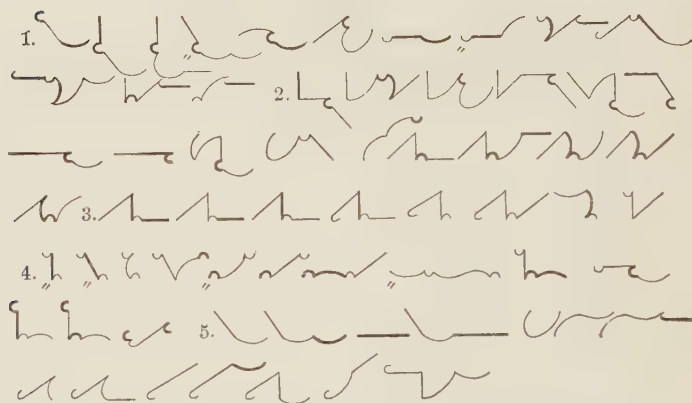
Vowel of Accented Syllable Only Expressed.—Betake, palaver, palatial, partake, campaign, decay, detain, today, champagne, shellac, mamma, repeat, repealed, reveal, revere, régime.

Accented Vowel Omitted.—Rabid, rapid, rabbit, habit, happy, happier, navy, appear.

Both Vowels Expressed.—Abbey (Abbie), Aggie, ashy, acme, Ela, era, easier, Nancy, appease, attain, 'abyss, 'apiece, 'away.

Vowels Unnecessary.—Can, canning, did, candid, shall, man, manage, wish, wished, hear (here), hearing, happen, year, chaplain.= 66.

KEY.



¹The initial syllable *A*, unaccented, is written as Long-*A*, *except before *D* (56), *T* (67), *SK*, *SD*, *ST*, *SL* (133), when, for convenience in joining, Short- (or Medial) *A* is used.

WRITING EXERCISE II.

Introducing *be* (*been, bank*), *hope* (or *up*), *very, so, we, general*, and the phrases, *did-it, to-be, can-you, to-do-it, we-shall-be, at-a, will-be.*



1. Abbie *is very* patient.
2. Did-it happen today?
3. *We-shall-be very* candid.
4. *Is* it a habit *to-do-it so?*
5. *We hope to-be* here a year.
6. Can-you repeat *the* saying?
7. *The* average man *will think so.*
8. Adam can manage *the* campaign.
9. *General* Ela *is at-a* hearing today.
10. *We think the* chaplain *will-be very* happy here.= 60.

FOR INDEPENDENT WORK.

Anna, appeal, baker, baking, bane, bead, Beale, beam, beat (beet), beer (bier), bit, caged, cane (Cain, Kane), caper, dagger, deem, dim, earache, Elaine, fearing, feat (feet), feed, feeler, feeling, fit, gable, gage (gauge), gauged, gaining, gear, hack, Hague, hake, half, haven, impede, jabber, keyed, kid, kit, labeling, lackey, lacquer, lane (lain), lashing, laughing, main (mane, Maine, Mayne), making, pagan, page, pain (pane, Paine, Payne), paying, peat (Pete), peer (pier), rabble, rack, raging, rain (reign, rein), rake, rash, sheet, tabby, table, taking, teaming (teeming), theme, veer, vim, wafer, waged, wake, wane (wain, Wayne), waver, weighing, whack, wrapper (rapper), yak.= 98.

E and Short-I Turned.

E and Short-*I* may be turned far enough to make an easy joining with any letter preceding or following them.

They are turned in the following cases:

1. Initially, before *N*, *NG*, and all downward strokes except *ZH* and *SH*.
2. Intermediately, whenever the making of an easy joining necessitates the turning.
3. Finally, after *A*; *also after *L*-downward (28, 29), *FL* (162), and *SHL* (192).

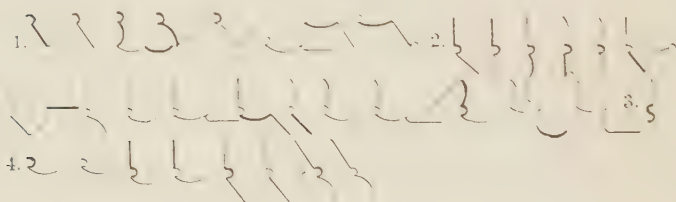
KEY WORDS.

Initial.—Eagle, eke, evening, either, ether, inch, ink, inky.

Intermediate.—Beak, beef, peevish, Phoebe, fief, pigmy, pickled, pith, pin, pinch, pink, fig, fin, finch. (V.A.S.O.E.) Ravine. (V.U.) Finishing, finished.

Finally.—Payee.

Contrasts.—E'en: inn; bean, bin; peak (peek, pique), pick; Keith, kith. = 36.

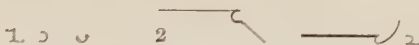
KEY.**FOR INDEPENDENT WORK.**

Beacon, bickering, bigger, eking, feeing, fibbing, fickle, inkling, inning, pinning. = 10.

¹*N* has the sound of *NG* before the sound of *K* in the same syllable, as in *ink*. When it terminates an accented syllable, and is immediately followed by either hard *G* or *K*, it also takes the sound of *NG*, as in *anger*, *anchor*.

WRITING EXERCISE III.

Introducing *in*, *have*, and the phrases, *to*-take, *did*-you, *in*-the.



1. *We gave the ink to Anna.*
2. *Keith gave Nancy a pickle.*
3. *Did Phoebe have to*-take ether?
4. *Did*-you pick *the pink in*-the ravine?
5. *We think the wagon will*-be finished today.= 33.

AH and Short-A Omitted.

AH and Short-*A* may usually be omitted between any consonant and *R* following.

KEY WORDS.

Bargain, garbage, carat, cartage, caraway, carriage, varnished, hearken. (V.A.S.O.E.) Garage, guarantee.= 10.

KEY.



FOR INDEPENDENT WORK.

Bar, barb, bark (barque), barm, barn, car, carp, carver, far, garb, hark, harp, harpy, par, park, yarn.= 17.

WRITING EXERCISE IV.

1. *The bark is in-the barn.*
2. *Is the cart to-be varnished?*
3. *Hark! Do-you hear the harp?*
4. *Will-you take the garbage away?*
5. *We guarantee to-take the carriage. = 30.*

Vowel Hooks.

The vowel hooks are *E*, Short-*I*, *AH*, Short-*A*. These may be used at the end of consonants when they will join readily. Both consonant and hook should be made with one motion. The adding of a hook does not lengthen the consonant.

E and *AH* hooks should be shaded, and made larger than Short-*I* and Short-*A* hooks.

E and Short-I Hooks.

NOTE.—*E* and Short-*I* hooks are never used: (1) finally, (2) between horizontal strokes, (3) after vertical strokes, (4) between two M's, (5) after *R*-initial (*Shaded-*R* excepted. See *relieve*, page 48). They may, however, be used after *R*-intermediate.

For other cases in which Short-*I* hook is not used, see Section Two, page 63; Section Four, page 164.

In the independent work throughout the book, all words in which it is intended that a hook should be used will be found under the heading "Hooks."

KEY WORDS.

Gibbon, Kipling, Keever, Keefe, keen (Keene), keying, kinship, akin, kingdom, Theban, thievish, thief, thick, thickened, thin.

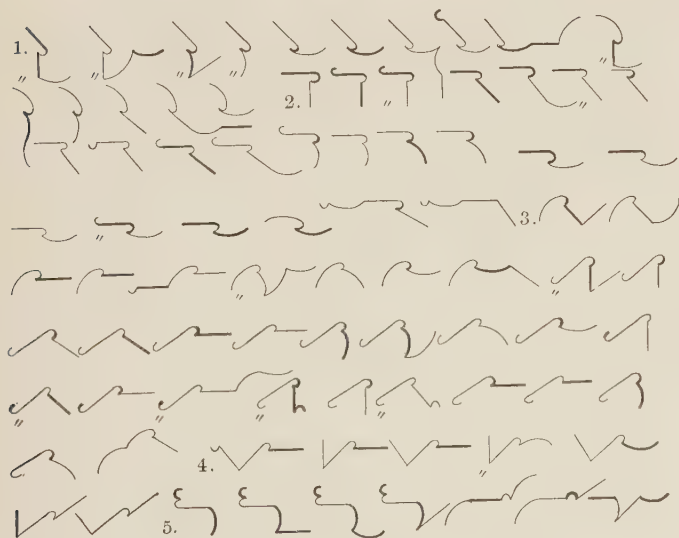
Deep, jib, Gyp, dig, deacon, Dick, teak, tick, attic, jig, chicken, chief, tiff, teethe, teeth, dean, din, tin, Jean, ding, seeing. (Contrasts) Antique, antic.

Meager, mickle, mead (meed, Meade), mid, admit, Mifflin, myth, mean (mien, mesne), mink, Weber, weep, week (weak), wig, weed, wit, weave, weevil, withe, wean (ween), whip, Whig, wheat, Whitman, Hebe, heap, Hickey, heed, hid, heave, heath. (A.V.O.) Mimic.

After R-Intermediate.—Acrid. (A.V.O.) Parried, carried, Paris, carrying, barrier, carrier.

Hooks Omitted.—Achieve, achieved, achieving, achiever, medium, meteor, differing. = 90.

KEY.



FOR INDEPENDENT WORK.

Chip, dip, hit, keep, kink, meat (meet, mete), tip, wick. (V.A.S.O.E.) Commit, fatigue, fifteen. = 13.

FOR INDEPENDENT WORK.

Backer, backing, baffled, baffling, baggage, baggageman, banging, gadding, package, packer, packing. = 11.

AH and Short-A Not Hooked.

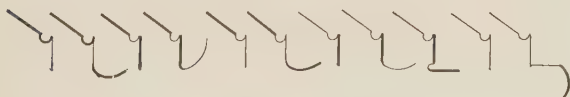
AH and Short-A are not hooked between a stroke in the direction of *K* and *B* or *P*. (Care should be taken to make the inclined strokes very slanting and the joinings clear.)

NOTE.—For other cases in which Short-A hook is not used, see Section Two, page 63; Section Four, page 164.

KEY WORDS.

Gape, gaping, gab, gabble, gap, gapping, cab, cabin, cabbage, cap, captive. = 11.

KEY.



WRITING EXERCISE VI.

Introducing *for*, *on*, *he*, and the phrases, *on-the-way*, *he-can*, *to-go*, *we-wish*.



1. Papa *is on-the-way to* Japan.
2. Eva *will pick the pansy for* me.
3. *Do-you wish to-take the* baggage?
4. *He-can take a cab to-go to-the* cabin.
5. *We-wish the baggageman to-take the* package. = 39.

Short-I Tick.

Short-*I* Tick is a short, light stroke, always struck downward, usually in the direction of *AW*, sometimes in the direction of *K*.

It has the sound of Short-*I*, but is used in place of it *only* when Short-*I* will not join easily. It usually occurs at the end of a word, but may be used *intermediately (78).

It is used:

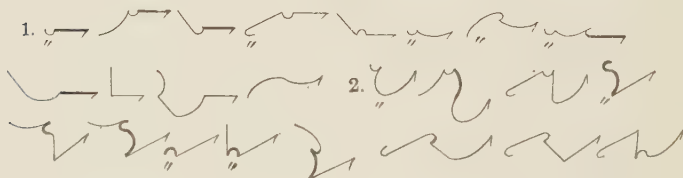
1. After all strokes in a horizontal direction except *Z* and *S*.
2. After *L* and *R* upward.
3. *After *TH*-reversed (26).
4. *After *W* halved (37).
5. *After *N*-hook in the words *county* (86) and *plenty* (175).
6. *In the following six cases the tick is struck in the direction of *K*: after circle following *N*, or *L*-upward (133), *N*-hook and circle (136), *Y* (105), *YL* (192), and after *N*-hook in the words *money* (86) and *twenty* (115).

KEY WORDS.

1. Addie, laddie, caddie (caddy), Hattie, kittie, Annie, Minnie, Angie. (v.u.) Candy, pity, faculty, many.

2. Ashley, lavishly, haply, Avery, napery, knavery, Erie (aerie, eyrie, eerie), Peary, thievery, weekly (weakly), hickory. (A.v.o.) Happily. = 29.

KEY.



Connecting Stroke.

A connecting stroke is a short, light stroke, used to connect certain letters. It is written in such a way as will bring the vowel closest to the consonant — usually in a vertical or horizontal direction. The reason for its use will be self-evident.

It is necessary in joining:

1. *A*-initial to *D*, *T*, *S*.
2. *A*-final to *F*, **V* (102), **L*-downward (29), **FR* and **FL* (162).
3. *E*-final to *N*, *Y*, **L*-upward (18), and *circle in the word *enrsee* (190).
4. Short-*I* intermediate to *L*-upward, and **N* (25).
5. **A*-intermediate to *D* (192), *T* (48), *S* (126).

KEY WORDS.

Aid, Ada, ate (eight), eighty, ace, Fay, knee, ye, Elia
(V.A.S.O.E.) Café. = II.

KEY.



WRITING EXERCISE VII.

Introducing *difficulty* and the phrases, *we-shall-go*, *may-be*.



1. Ada *will go to* Erie today.
2. Did-*you give* candy *to* many?
3. *We-shall-go to* Maine weekly.
4. *The* faculty *will go to* meet Peary.
5. *To-be* candid, we fear Ashley *may-be in difficulty*. = 35.

Dash Vowels.

(OO, O, AW, Short-OO, Short-U, Short-O.)

Long Dash Vowels.

AW is always written downward.

O has two forms — inclined and vertical. The vertical form is used in the following cases: before *TH*; after *SH*, *J*; before and after *G*, *K*, *D*, *T*; *and in connection with False Compounds (184).

KEY WORDS.

OO.—Ooze, Oom, pooh, coo, zoo, sou (Sioux), Lou, woo. (V.A.S.O.E.) Canoe, kangaroo.

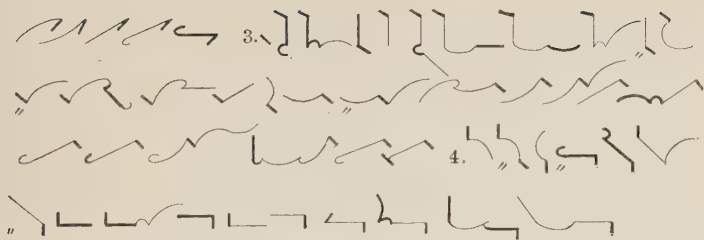
AW.—Awe, auger (augur), auk, awed, ought (aught), autumn, author, awning, aura, caw, daw, pshaw (Shaw), saw, gnaw, maw, law, raw, haw, jaw.

O-Inclined.—Owe (O, oh), obey, obese, beau (bow), ope, opaque, opened, opening, opium, Poe (Po), ocean, Ohm, omega, omit, oar (ore, o'er), foe, no (know), Nome (gnome), minnow, low, loam, roe (row), zero, woe, whoa, yeoman, bagnio, hoe, oho.

O-Vertical.—Oath, Otho, show (shew), Joe, ego, oakum, Coe, ode (owed), odium, dough (doe, do), oat, tow (toe), auto, veto. (A.V.O.) Banjo, canto.= 92.

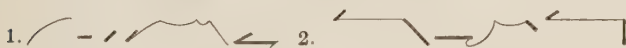
KEY.





WRITING EXERCISE VIII.

Introducing *more* (or *am, may*), *who*, *all*, *almanac*, *already*, and the phrases, *ought-to-go*, *do-you-know*, *ought-to-be*.



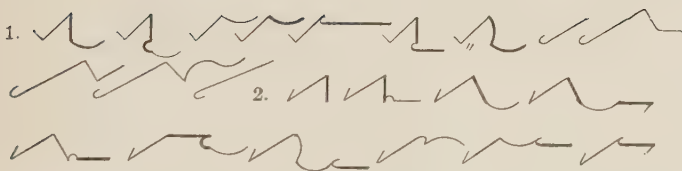
1. Joe ought to saw the oak.
2. Who opened the package?
3. The almanac is already here.
4. We all ought to obey the law.
5. We saw the author in-the canoe.
6. Joe ought-to-go to-the show today.
7. Who saw the rat gnaw the opening?
8. Do-you-know the-way to-the ocean?
9. Can-you see Cape Nome on-the map?
10. We think Lou ought-to-be more patient. = 68

Short Dash Vowels.

Short-OO is never joined.

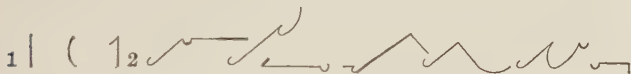
Short-U has two forms — inclined and vertical. The vertical form is used only in connection with *False Compounds (180, 181).

KEY.



WRITING EXERCISE IX.

Introducing *up* (or *hope*), *she*, *opportunity*, and the phrases, *we-have-to-do*, *were-you*, *ought-to-have*, *the-work*, *we-can*, *we-shall-have*, *at-the*.



1. Did Otto offer *you* much?
2. *You may have all you* earn.
3. *We-have-to-do* such work often.
4. Did-*you* obtain *the* *organdie* here?
5. Were-*you* urged *to*-take *the* office?
6. Irving ought-*to*-have an office here.
7. Ozro urged me *to give up the-work*.
8. *Do-you think we-can* meet *the difficulty*?
9. *We-shall-have* an *opportunity to-go to* Orange.
10. *She will-be* able to obtain work *at-the* orphanage. = 73.

Diphthongs.

The characters representing diphthongs are, as shown in the alphabet, made up of straight lines, but when these will not

readily unite with the consonant preceding or following, either side may be curved, as in *boy*, *lieu*.

KEY WORDS.

Coinage, toy, annoy, Lloyd, Roy, joy.

Out, owlsh, our (hour), bough (bow), power, cow, Dow, vow, fowl (foul), sow, thou, mow.

Eye (I, ay), Ida, ivy, Ina, die (dye), tie, nigh (Nye), my, mica (Micah), rye (wry), rival, rifle, hyphen. (v.u.) Time (thyme).

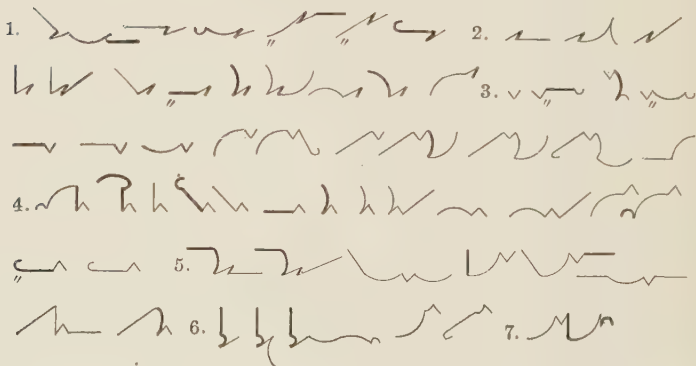
Imbue, zebu, pew, ague, cue (queue), dew (due), view, few, fewer, sue, sewer, mew, emu, Jew, chew.

Vowel Accented Syllable Only Expressed.—Devout, devour, canine, bête, collide, tonight, repote, review.

Diphthongs Curved.—Boy (buoy), boyish, buoyancy, lieu (Lew), hew (Hugh, hue).

†(13) Libelee.= 76.

KEY.



Irregular Forms.

For convenience in joining, Half-*I* is substituted for *I* in full, as follows:

1. The first half before *Z (65), *S*, and *M*.
2. The last half after *S*, and all downward strokes except **L* (29), **SH* (56), **FL* (162).

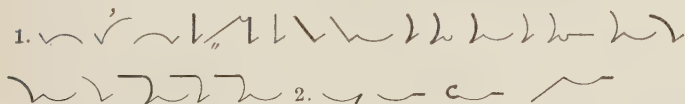
OW in *now* is represented by its downward stroke; in *new* and all other words in which *EW*-final follows *N*, *OO*-long is substituted for *EW*.

KEY WORDS.

Half-I.—Ice, 'I'm, sigh, buy (by, bye), Rabbi, pie (pi), guy, kine, vie, via, vine, fie, fiat, fine, thy, thine, thigh. (v.A.S.O.E.) Divine, defy, define.

NOW and NEW.—Now, new (knew, gnu), anew. (v.A.S.O.E.) Renew.= 29.

KEY.



FOR INDEPENDENT WORK.

Annoyed, annoying, beauty, Beulah, bout, bowed, bower, cowed, cower, coy, dine, diver, dying (dyeing), fume, fury, hieing, hive, ignite, Ivan, join, life, liken (lichen), Lina, outweighing, pout, rife, ripen, rivalry, rive, tine, tiny, vowed, voyage, whine, wife, wine. (v.A.S.O.E.) Decoy, reviewer.=40.

¹ The apostrophe is used with such contractions as cannot be definitely expressed without it. Contrast *I'm* and the phrase *I am*.

WRITING EXERCISE X.

Introducing *given*, *am* (or *may*, *more*), *are*, *thinking*, *of*, *employing*, *employé*, *how*, *issue*, *issuing*, *outgo*, and the phrases, *'we-have-given-you*, *I-can-go*, *we-are*, *do-not*, *all-the*, *how-do-you*, *of-the*, *very-much*, *I-am*, *I-wish*, *to-know*, *how-many*.



1. *We-have-given-you* a new knife.
2. Now *I-can-go* at *the-work* anew.
3. *We do-not* wish to make it an *issue*.
4. *We-are thinking of issuing* a new coin.
5. *We-shall-be employing more all-the* time.
6. *In* due time *the coin will-be given to* Roy.
7. *How-do-you think the new employé will do?*
8. *The outgo of-the company will not be very-much*.
9. *I-am* not to-take *the-work to-the* reviewer tonight.
10. *I-wish very-much to-know how-many you think of employing.* = 92.

¹ For *given* in phrases, see Abbreviations, page 21.

Abbreviations.

(Derived from the Alphabet of Simple Sounds.)

Consonants.

	Be, been, bank.
	Up, hope.
\	Go, give, *given (in phrases only) (45.)
\	Company.
—	Do.
—	To.
)	Very.
)	For.
(She.
o	Is.
(So.
\	Though.
\	Think, <i>thing</i> .
\	On.
\	*Long (in phrases only) (45).
\	Am, may, more.
\	Will, *well (in phrases only) (157).

/	Are, <i>or</i> .
✓	We, <i>with</i> .
✓	You, <i>your</i> .
✓	He.
—	General.
—	Which, child.

Vowels.

^	If.
o	In.
u	Have.
—	Who.
/	All.
/	Of.
✓	Employ.
/	How.
^	Issue.

Arbitrary Form.

—	The.=46.
---	----------

NOTE.— *Thing*, *or*, *with*, *your*, are written through the line. *The*, in phrases, is sometimes written vertically. (See "Special Phrases," page 44.)

Derivative Abbreviations.

Additional abbreviations are formed from the foregoing *root* forms as follows:

1. By combining root abbreviations, as in *into*.
2. By adding to root abbreviations, as in *having*.
3. By disjoining syllables, as in *thinking*. The main object of disjoining is to make an abbreviation more readily recognized as such.

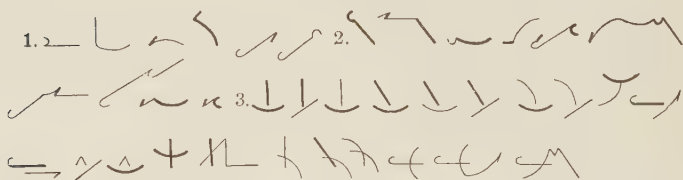
KEY WORDS.

1. Into, upon, also, although, withal. (*IN* irregularly turned) Within.

2. Ago, outgo, having, whom, alway, almanac, without, herewith, employing, employé.

3. Being, banker, hoping, giving, given, giver, thinking, thinker, ¹willing, generally, generality, issuer, issuing. (Root form intersected) Banking, bankrupt, hopeth, giveth, thinketh, childish, childishly, childlike.= 37.

KEY.



Contractions.

Contractions ending in *D* are formed by use of the dot. When the dot follows a consonant it is placed at the end, in a direct line with it; when it follows a vowel it is placed at the right of it.

KEY WORDS.

I'd, he'd, she'd, we'd, you'd, who'd.= 6.

¹The abbreviation *willing* is used in the legal sense of the word only; e.g., willing property.

KEY.

WRITING EXERCISE XI.

1. *Whom do-you think of employing?*
2. *I'd go within a week if he'd go also.*
3. *Do-you think you'd like to-be a banker?*
4. *She'd finish the-work if Eva wished her to.*
5. *Who'd do our banking if you were to-go away? =43.*

Phrases Regularly Formed.

Arranged Alphabetically According to the First Word of Phrase.

(Key Unnecessary.)

The lists of phrases in the text-book are not intended to be exhaustive. Other phrases may be formed by the experienced writer as necessity requires and judgment dictates.

ABLE.—Able to be, (go, give you, do, do it, do so, have, take).

ALL.—All the, all the way, all the year.

ARE.—Are we, are you.

AT.—At a, at all, at work, at you.

CAN.—Can be, can do, can we, can we be, (go, give you, have), can you, can you do, (do it, not).

DID.—Did it, did not, did you, did you do, (do it, do so, know, not).

DO.—Do not, do you, do you owe, (know, not).

FOR.—For the, for the man, (way, work, week, year).

GIVE.—¹Give you.

HAVE.—Have been, have you.

HE.—He can, he can be, (go, give you, do, have), he wished.

HOW.—How do you, how did you, how many, how much.

I.—I am, I am very much, I can, I can be, (go, give you, do, have), I go, I give you, I did, I did it, I did so, I did not, I do, I do not, I have, I have been, I hope, I hope you will, (are), I hope you will be, (go, have), I know, I owe you, I shall, I shall be, (go, give you, do, do it, do so, have, take, not), I wish, I wished.

IF.—If it, if it be, if it were.

IN.—In the, in the way, (work, week, year).

IT.—It may be, it shall be, it shall not.

MAY.—May be.

NO.—No more, no man, no way.

OF.—Of a, of you.

OUGHT.—Ought to be, (go, give you, do, do it, do so, have, have been, take, know).

SHALL.—Shall I, shall I be, (go, give you, have), shall we, shall we be, (go, give you, have), shall you, shall you do, shall you do it, shall have, (be, go, not).

SO.—So many, so much.

THE.—The way, the work, the week, the year.

TO.—To be, to go, to give you, to do, to do it, to do so, to have, to have been, to know, to take, to take you, to hear, to hear you, to you.

VERY.—Very many, very much.

WE.—We are, we are very much, we are able, (giving, hav-

¹*Give* is used in phrases only when followed by *you*.

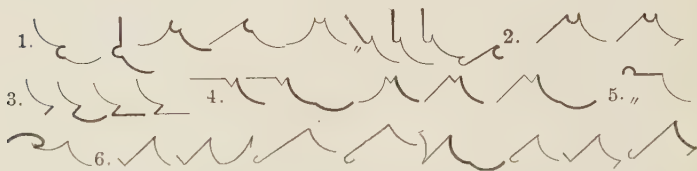
TH-Reversed.

TH is reversed in the following cases:

1. Before and after *A* and *Short-* (or Medial) *A*.
2. After *AH*.
3. Before *AW*.
4. After *I*.
5. After all strokes in a horizontal direction except *Z* and *S*.
6. After all up-strokes except *M*.
7. Before **N* (72).
8. *Before *L* (69).
9. *After *SH* (69).
10. *After *M*-downward (77).
11. *When it follows an initial circle (121).
12. *Before and after *KL* (187, 162).
13. *In the words *than* (86), *these* (126), and *Thanatopsis* (143).

KEY WORDS.

1. Thane, bathe, lathe, wraith, lath, Gath, bath, pathway.
 2. Wrath. †(12) Wrathful.
 3. Thaw, thawing, thawed, thought.
 4. Tithe, †tithing, lithe, writhe, writhing.
 5. Edith, zenith.
 6. Earth, earthly. (v.u.) Worth, hearth, farthing, hath.
- †(12) Earthy, worthy. = 29.

KEY.

¹*TH* joins to *N* or *NG* with an angle.

ABBREVIATIONS CONTAINING TH-REVERSED.

They, they'd, thank, thanking, 'there (their), thereat, there-with, therefor, thereupon, thereby. (*IN* irregularly turned) Therein.=12.

KEY.



PHRASES CONTAINING TH-REVERSED.

THEY.—They have, they have been, they have to be, (go, give you, do), they were, they wish, they wished, have they.

THANK.—Thank you, to thank you, I thank you, we thank you, thanking you.

KEY.



WRITING EXERCISE XII.

1. Did *they* see *the* wraith?
2. *We-thank-you* for aiding us.
3. Hugh *is* bathing *in-the* lake.
4. Did-*you* take *the* back pathway?
5. Edith *will-be* here *within* a week.
6. *Do-you* think *there will-be* a thaw?
7. *Have-you* given a tithe of *all you have*?
8. Were-*you* thanking Edith *for-the* opiate?
9. *The-way to-be* thought worthy *is to-be* worthy.
10. *Do-you-know* the shape of-*the* orbit of-*the* earth? = 75.

¹ Arbitrary form. Made about half the length of *TH*, and written above the line.

M, L, R Downward.

M, L, R, are variable consonants. They are usually written upward, but may be written downward, in accordance with the principles definitely stated under the following four heads; viz.:

- | | |
|-------------------|-----------------------|
| 1. Before Vowels. | 3. Before Consonants. |
| 2. After Vowels. | 4. After Consonants. |

Before Vowels.

M-initial is never written downward *before* a vowel.

L-initial is written downward before joined vowels as follows:

1. Before *E*-final.
2. Before *E* followed by another joined vowel.
3. Before *E* and Short-*I* followed by *M, R, *Z, *S* (138).

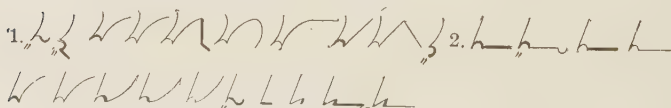
R-initial is written downward before joined vowels as follows:

1. Before *E* and Short-*I* followed by *D, T, M, L, *R* (37), or by another joined vowel.
2. Before *OO*-final.
3. Before *OW*.

KEY WORDS.

L.—Leah, Leo, leam, limb (limn), limbo, lymph, limit, leer (Lear), lyric. †(6) Lee (lea).

R.—Read (reed), Rita, rid, writ, ream, rim, reel, really, rill, Rhea, rue, row, rowdy, rout.= 28.

KEY.

After Vowels.

M, *L*, *R*, are written downward after joined vowels as follows:

1. *M* after *A*, *AH*, Short-*A*.
2. *L* after *A*, *E*-hook, *AW*, *OI*, *I*, and usually after Short-*A* (see "Exceptional Use"); *also after Short-*I* hook in a different syllable (31).
3. *R* after *A*, *E*-turned, *OI*, *I*, and usually after *AH* and Short-*A* (see "Exceptional Use"); also after *OO* in the phrase *who-are*.

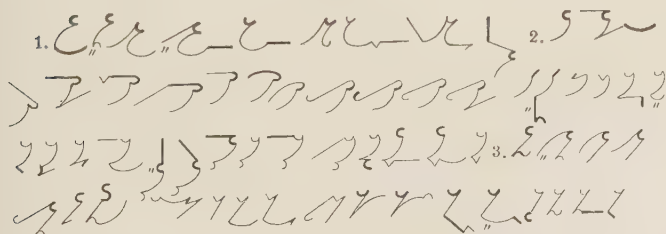
KEY WORDS.

M.—Aiming, Amy, layman, Raymond, almond, lama, ammonite. (V.A.S.O.E.) Calamity, became.

L.—Ail (ale), tailoring, keel, dealer, ideal, ordeal, teal, zeal, meal, weal (we'll), wheel, heal (heel, he'll), healer, awl, Albee, oil, isle (aisle), alto, Allah, aloe, alloy, allow, talon.
 †(6) Bailey, gaily, daily, alley, dally, rally. † (13) Allay.
 † (19) Alight, align, ally.

R.—Area, Mary, mayor, layer, wary, awry, aërial, annoyer, ire, iron, irony, higher, arm, army, argue, Arno, array, aria, arid, arrow.=67.

KEY.



EXCEPTIONAL USE OF L AND R AFTER AH AND SHORT-A.

1. *L* is written *upward* after Short-*A* when it (*L*) is followed by *B*, *P*, *V*, *F*, **SH* (75), **J* (75), **SHN*-hook (91), **TR* or *FR* (166).
2. *R* is written *upward* after Short-*A* when it (*R*) is followed by Intermediate-*A* joined, *B*, or **ZH* (105).
3. **R* is written *upward* after *AH* when it (*R*) is followed by *B* or *P* (75).

KEY WORDS.

1. Album, Albert, Albino, Alpine, alpaca, Alvah, alpha. (A.V.O.) Alleviate.
2. Araby, arable, Arabic, Arab. (A.V.O.) Arabia, Arabian.
= 14.

KEY.



WRITING EXERCISE XIII.

1. *Is Albert in-the army?*
 2. *Mary is now in Arabia.*
 3. *Bathe your lame arm daily.*
 4. *Alvah will give Amy an almond.*
 5. *Will-you read "King Lear" to me?*
 6. *Raymond gave Mary a new album.*
 7. *You may wheel the meal to-the barn.*
 8. *We think we'll go to-the rally tonight.*
 9. *Either Rita or Leah will read the lyric.*
 10. *They who aim high will gain the name of being worthy.*
- = 69.

Before Consonants.

Initial *M*, *L*, *R*, are written downward before consonants as follows:

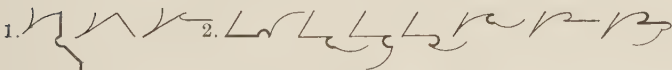
1. **M*-initial before a circle followed by *A*, *AH* (133), *Y*, *J*, *CH* (131).
2. *L*-initial before *M*, *R*, *circle followed by *E* (133), or before *BR* (166).
3. *R*-initial before *D*, *T*, *M*, or *Alphabetic-*S* (138).

KEY WORDS.

L.—Lumbago. (v.u.) Lark, larch.

R.—(v.a.s.o.e.) Redeem, retain, retail, routine, remain, remit. †(29) Remedial.= 10.

KEY.



After Consonants.

M.

M is written downward after consonants as follows.

1. After *N* and *NG*.
2. After extended up-strokes, * except in the syllable *ment* (118).
3. After the single-length straight up-strokes, when it (*M*) is followed by a stroke in a horizontal direction or by *L*; *and after *L* (77) and *SL* (112) under the same conditions. *M* is also written downward in the word **surmount* (123) and its derivatives.
4. *After double-length *M*, except when halved (77).

KEY WORDS.

1. Annum, Ingham, gingham.
2. (v.u.) Harm.

3. Ermine. (A.V.O.) Carmelite. (V.U.) Woman, human. (Contrasts) Alarming, alarm.= 10.

KEY.



L.

L is written downward after consonants as follows:

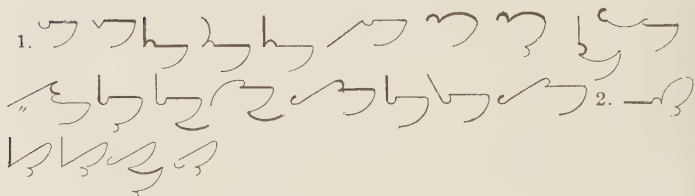
1. After all strokes in a horizontal direction.
2. After *M* and the straight up-strokes.
3. *After *L*-downward in the same syllable (78).
4. *After double-length *L* (78).

KEY WORDS.

1. Addle, idle (idol), beadle, fiddle, beetle, rattle, easel, easily, penal, angel, Rachel, badly, paddling, middling, wheedle, battle, cattle, whittle.

2. Dimly. (A.V.O.) Barley, parley, willingly, hilly.= 24.

KEY.



R.

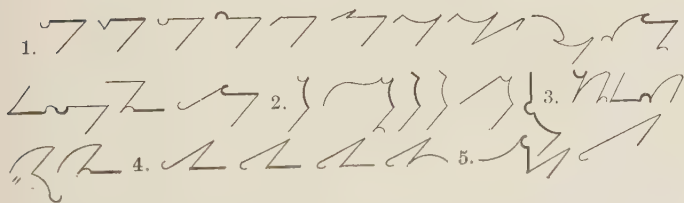
R is written downward after consonants as follows:

1. After all strokes in a horizontal direction except *Z* and *S*.
2. After *ZH*, *SH*, *TH*-reversed.
3. After *M*, upward or *downward (79).
4. After the straight up-strokes when it (*R*) is immediately followed by *D*, *T*, *S*; *also after *L*-intermediate (79) or *SL* (124) under the same conditions.
5. After *R*-upward in a different syllable; *also after *R*-downward in the same syllable (79).
6. *After double-length *L* (79).

KEY WORDS.

1. Adder, eider, attar, eater, otter, outer, honor, honorary, thinner, imagery. (A.V.O.) Radiator, tarried. (V.U.) Wager.
2. Azure, menagerie, osier, usher, rasher, bather.
3. Armory. (V.A.S.O.E.) Redeemer. (A.V.O.) Martha, married.
4. (V.U.) Word, heard (herd), heart (hart), harass.
5. Laborer. (V.U.) Hearer.=31.

KEY.

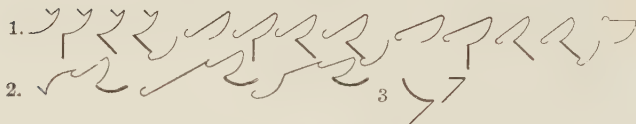


PHRASES CONTAINING L AND R DOWNWARD.

WILL.— I will, I will be, (go, give you), we will, we will be, (go, give you), he will, he will be, (go, give you), it will, (etc.).

WILLING.— I am willing, we are willing, you are willing.
ARE.— They are, who are.

KEY.





WRITING EXERCISE XIV.

1. *We* heard a word *of* *hope*.
2. I-wish a rasher *of* bacon.
3. *Will* the cattle eat the barley?
4. *They-are in-the* middle path.
5. Can-you feel your heart beating?
6. *We hope* to remit at an early day.
7. *We-are-willing* to remain here a year.
8. *We-shall* see an adder at-the menagerie.
9. Did-you-not *think* the battle alarm alarming?
10. *If* you wish to-do a thing easily, do it willingly.=73.


Half-Lengths.

Consonants are halved to imply *D* or *T*, generally in the same syllable. The half-length principle applies to two general classes of words:

1. Those in which the halved letter is immediately followed by *D* or *T*.
2. Those in which there is a vowel between the halved letter and the *D* or *T*.

Heavy letters halved imply *D*, as in *lagged* : light letters halved imply *T*, as in *act* . (See exceptions, page 38.)

The following light consonants, *N*, *M*, *L*, *R*, *W*, *H*, may be halved and shaded to imply *D*. (Examples of *W* and *H* will be found under Class 2.)

Both upward and downward half-lengths begin, with reference to the line of writing, as do full-lengths, but are made one-half the usual length, as in *aped* .

Syllables following half-lengths may be disjoined when necessary to clearness.

NOTE.—The half-length principle cannot safely be applied to every word ending with *D* or *T*. (See Summary of Cases in which Consonants Are Not Halved, page 93.)

Class I. Halved Consonant Immediately Followed by D or T.

KEY WORDS.

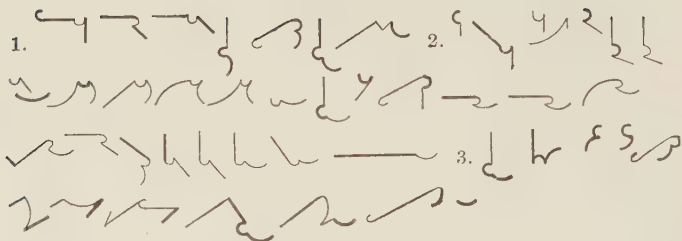
Halved to Imply D.—Jabbed, digged, tagged, paved, heaved, bathed, writhed.

Halved to Imply T.—Aped, gaped, aptly, eked, peeked (peaked, piqued), picked, acting, laughed, raft, mashed, lashed, ant, paint, art, heaped, dint, tint, mint, orient, ticked, gift, backed, packed (pact), pant, cant or can't. (V.U.) Did n't.

Halved and Shaded to Imply D.—Pained, beamed, aimed, ailed, wheeled, offered, honored, orchard. (V.A.S.O.E.) Regained, refined. (V.U.) World, ¹and.= 49.

¹ Written above the line.

KEY.



FOR INDEPENDENT WORK, NO. 1.

Ached, chafed, chaffed, chapped, daft, fibbed, gapped, hacked, hashed, lacked, nabbed, nagged, napped, Taft, taint, wagged, waved (waived), whacked. (Hooks) Dipped, impact, panting.= 22.

FOR INDEPENDENT WORK, NO. 2.

N, M, L, R, Halved and Shaded.

N.—Attained, bind or bond, caned, chained, deigned, dined, find or fond, gained, island, joined, kind or conned, lined, mind (mined), pined or pond, rained (reined, reigned), rind, tined, waned. (Hooks) Band (banned), bandage, canned, dinned, panned, weaned. (v.u.) Hand, handy, handwork, land, landing, windy. (A.v.o.) Window.

M.—Deemed, dimmed. (*R*-downward) Rimmed.

L.—Bailed, hailed, jailed, paled, railed, wailed, whaled, wild. (v.a.s.o.e.) Bewailed, detailed, regaled.

R.—Augured, beard, coward (cowered), feared, geared, peered, veered. (v.u.) Bard (barred), card, charred, guard, jarred, regard, retard, yard.= 70.

WRITING EXERCISE XV.

1. It rained an hour *or more*.
2. *Who*—were detailed *to-go to-the* island *with* us?
3. *If* it—were not *so* windy *we'd have the* window open.
4. Dick did n't find it easy *to land at-the* new landing.
5. By peering out *of-the* window *we-can* easily see *the* orchard.=50.

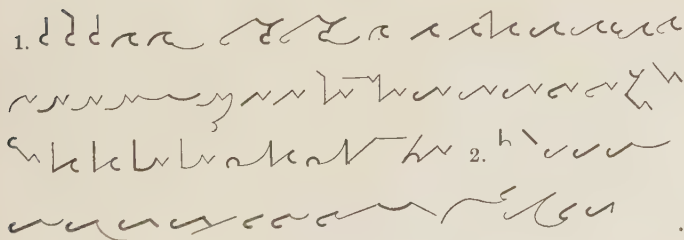
Class II. Vowel Between Halved Consonant and D or T.

KEY WORDS.

Bayed, obeyed, pate, made (maid), maiden, handmade (handmaid), handmaiden, mate, raid, rate, operate, wade (weighed), wait (weight), await, hate, might (mite), lied, light, lightning or lightening, lightly, ride, write (right, rite), upright, typewrite, wide, wight, white, hide (hied), height, argued, cute, acute. (V.A.S.O.E.) Parade, berate, belied, polite. (Contrasts) Elaborate (v.), elaborate (adj.). † (28) Rewrite.

Vowel Omitted Between Halved Consonant and Implied D or T.—Body, good, what, would (wood), wooden, would n't, width, widow, widower, had or hood, had n't, hoodwink, manhood, womanhood. †(12) Woody.=65.

KEY.



FOR INDEPENDENT WORK.

Lighten, lightened, lighting, politely, whiten, whitened, whitening, writing.= 8.

Exceptions to General Half-Length Principle.

Contrary to the general principle, in comparatively few words a heavy half-length implies T , and a light half-length implies D . Of this class of words the following are the most common.

KEY WORDS.

Bait, paid, gate (gait), gateway. (v.A.S.O.E.) Debate, rebate, repaid, decayed. (A.V.O.) About. (v.U.) But, that, could, could n't, should, should n't.= 16.

KEY.



PHRASES CONTAINING HALF-LENGTHS.

ABOUT.—I am about, we are about, you are about.

APT.—I am apt, we are apt, you are apt.

COULD.— I could, I could n't.

DID N'T.—I did n't, you did n't.

FIND.— We find, you will find.

HAD.— Had been, had had, had you, I had, I had n't, I had been, we had, we had n't, we had been, he had, he had n't, he had been, it had, it had n't, it had been, they had, they had n't, they had been.

HAND.—At hand, on hand, hand you, I hand you, we hand you, to hand you.

MADE.— To be made, can be made, may be made.

MIGHT.— Might be, might be made.

SHOULD.— I should, I should n't, I should be, we should be, he should be, it should be.

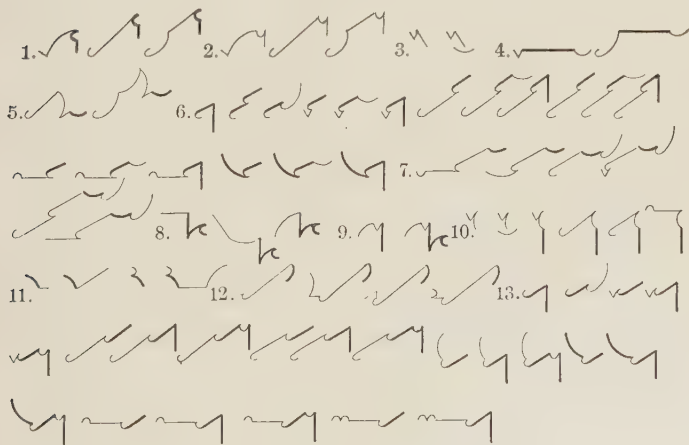
THAT.— That the, that are, in that, in that time.

WORLD.— The world, for the world, of the world, in the world.

WOULD.— Would be, would you, I would, I would be, I would have been, we would, we would be, we would have been, he would, he would be, he would have been, she would, she would be, she would have been, they would, they would be, they would have been, it would, it would be, it would have been, if it would, if it would be.

CAUTION.— Do not phrase the following: we should, he should, it should, should be, she had.

KEY.



WRITING EXERCISE XVI.

1. *Do-you think the rate high?*
2. *The light is about right there.*
3. *You should be very polite to all.*
4. *The gate is made of white pine.*
5. *The height of that peak is what?*
6. *What kind of land did Guy buy?*
7. *How-much rebate did they allow you?*
8. *We did n't have the white paint on-hand.*
9. *Do-you-know what they paid for-the gift?*
10. *Show your manhood and your womanhood by acting up-rightly.* = 73.

Double-Lengths.**Rule.**

1. Light consonants doubled and shaded toward the end imply *D-R* or *TH-R*-heavy, as in *launder*, *farther*; *also heavy consonants doubled (72), except *NG*.
2. Light consonants doubled imply *T-R* or *TH-R*-light, as in *actor*, *panther*; *also heavy consonants doubled and made light toward the end (72).
3. *NG* doubled implies *G-R*, as in *anger*; made light toward the end, it implies *K-R*, as in *canker*.
4. *M* doubled and shaded throughout implies *B-R*, as in *number*.

Horizontal strokes are never doubled.

Downward strokes begin at the usual point and extend through the line, as in *chapter*.

In adding "*ing*" to double-length *M*, the hook is used, as in *lumbering*.

After straight double-lengths which are written *downward* endings are usually disjoined, as in *chartering*.

Syllables may also be disjoined after curves when necessary, as in *afterthought*, **shuddering* (72).

KEY WORDS.

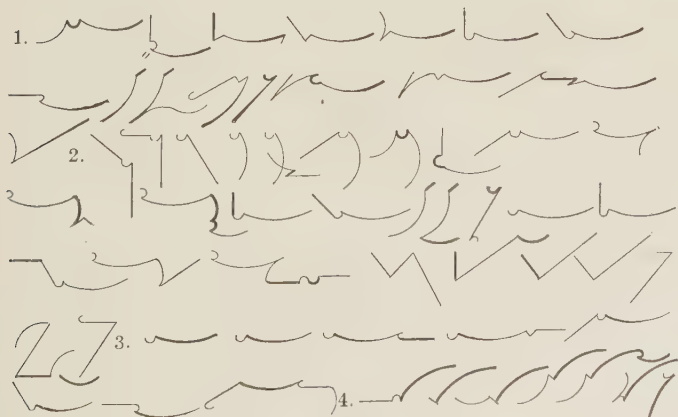
1. Launder, Pindar, bindery, kinder or condor, finder or fonder, pander, candor, tinder, alder, alderman, wilder, ardor. (V.A.S.O.E.) Remainder, reminder, rejoinder. (V.U.) Farther.

2. Captor, chapter, actor, after, afterthought, rafter, laughter, painter, ranter, interim, interview, intervene, banter, canter, alter (altar), altering, artery, anther, panther. (V.A.S.O.E.) Decanter. (A.V.O.) Interfere, intermediate. (V.U.) Character, bartering, garter, carter, tartar, martyrdom, chartering.

3. Anger, anchor, anchorage, anchorite, rancor (ranker), canker, tinker. (V.U.) Handkerchief.

4. Timber, umber, number, lumber, lumbering, limber, amber.= 64.

KEY.



WRITING EXERCISE XVII.

Introducing ¹*order*, *opinion*, *favor*, and the phrase, *your-order*.



1. *How-much timber did-you order?*
2. *You can find a good anchorage here.*
3. *Pindar obtained work at-the bindery.*
4. *Character is the chief thing in life, after all.*
5. *Is it your opinion that we ought to interfere?*
6. *I-have to-thank-you for your-order for lumber.*
7. *Will-you read the remainder of-the chapter to us?*
8. *Show ardor in all you-do and candor in all you say.*
9. *The alderman is not in favor of chartering a car.*
10. *How-much farther have-you to-go for-the inter-view?* = 91.

Past Tense Formed by Adding Dot.

The dot is used for forming the past tense after the following:

- | | |
|--|-----------------------------|
| 1. Abbreviations. | 5. *Substitutions (49). |
| 2. Half-lengths. | 6. *Endings (50). |
| 3. Double-lengths. | 7. *N-hook following Y (86) |
| 4. *M-shaded and R-downward shaded (48). | 8. *SHN-hooks (91). |
| | 9. *MR-Compound (179). |

The past tense of other verbs is formed in the natural way, either by halving, as in *ached*, or by expressing the *D* or *T*, as in *owed*, *awed*, *happened*, *parched*, *wished*.

¹Written through the line.

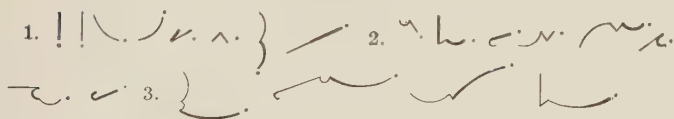
KEY WORDS.

1. Banked, hoped, thanked, willed, employed, issued, favored, ordered.

2. Acted, bonded, hooded, lighted, minded, rated, tainted, wooded.

3. Fingered, hankered, numbered, pondered.= 20.

KEY.



WRITING EXERCISE XVIII.

1. *We banked on your being on time.*
2. *The company numbered but eight in all.*
3. *We issued the card to all who-were employed by us.*
4. *Had the man been right minded, he-would not have acted so.*
5. *We thought it a good thing that he willed the coin to Rachel.= 50.*

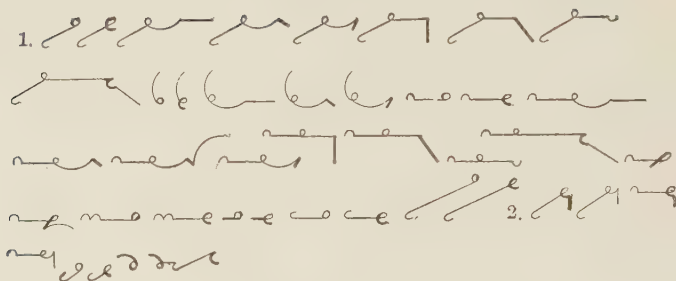
Phrases Containing Is.

When "is" occurs finally it is better to shade it; when it occurs intermediately or alone shading is unnecessary.

He is, he is a, he is not, he is no, he is now, he is to be, (go, have, take), she is, she is a, she is not, she is no, she is now, it is, it is a, it is not, it is no, it is no more, it is now, it is to be, (go, have, take), it is all, it is also, if it is, if it is a, who is, who is a, which is, which is a, here is, here is a.

Half-Lengths.—He is about, he is apt, it is about, it is apt, what is, what is a, that is, that is the way.

KEY.



WRITING EXERCISE XIX.

1. It-is-about *the* right time *to-go*.
2. Here-is-a way out *of-the* difficulty.
3. *Who-is* the author ¹of "*The Raven*"?
4. *He-is* likely *to-be* back *within* an hour.
5. It-is-to-take an hour *to* finish *the-work*.
6. *He-is-not* able-to-do-it *without* your aid.
7. *She-is* generally willing *to-do* what-is right.
8. Here-is an amber chain *which-is* very ancient.
9. *If-it-is* the right thing *to-do* you-will know it.
10. *Have-you* heard that *he-is-to-be* at-a meeting *of-the* company tonight? = 97.

Special Phrases.

Phrases which contain slight peculiarities are classified under the heading, "Special Phrases."

¹Words usually phrased should be separated in cases where phrasing would obscure the sense of a passage.

†(21) *GIVEN*.—I have given, I have given you, we have given, we have given you, they have given, they have given you.

†(21) *LONG*.—A long way.

WITH Through Line.—With you.

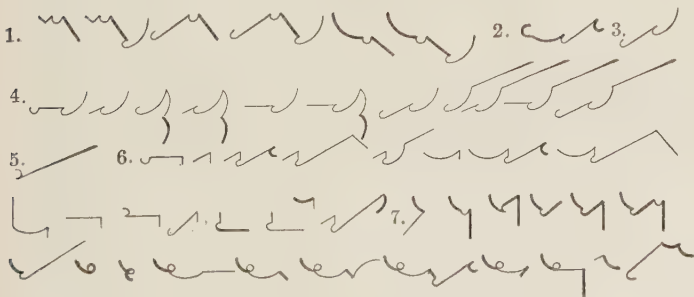
YOUR Through Line.—At your, of your, your favor, of your favor, to your, to your favor, with your, your order, of your order, to your order, with your order.

ORDER Through Line.—In order.

THE-Vertical.—At the, of the, of the way, of the work, of the year, on the, on the way, on the work, upon the, to the, into the, with the, the general, the child. (Half-length) And the, of the world.

THERE, THEIR.—There are, there have been, there had been, there would, there would be, there would have been, there were, there is, there is a, there is not, there is no, there is no more, there is no way, there is now, there is to be, of their, here and there.

KEY.



WRITING EXERCISE XX.

1. *They-have-given-you the right of way.*
2. *There-are a number waiting to-be admitted.*
3. *There-is-to-be an elaborate parade tonight.*
4. *We-have-given-you all the company will allow.*
5. *I-have-given much time and thought to the-work.*
6. *There-is-no-more of that kind of lumber to-be had.*
7. *There-have-been many here to interview the manager.*
8. *You-will-find your-order awaiting you at-your office.*
9. *In-order to-be with-you we-shall-have to-go very early.*
10. *There-would-have-been no such wait, had the order been obeyed.= 99.*

Review Exercises.

(Alphabetically Arranged.)

The following will be found especially valuable in developing judgment in the use of vowels and in accustoming the mind to turn quickly from one principle to another.

VOWEL ACCENTED SYLLABLE ONLY EXPRESSED.

Became, belie, betake, café, calamity, campaign, canine, cance, champagne, collide, commit, decanter, decay, decoy, define, defy, detain, devour, devout, divine, fatigue, fifteen, garage, guarantee, Japan, kangaroo, mamma, palatial, palaver, papa, partake, ravine, redeem, redeemer, régime, rejoinder, remain, remainder, reminder, remit, renew, repealed, repeat, repute, retail, retain, reveal, revere, review, reviewer, routine, shellac, today, tonight.

Half-Lengths.—Belied, berate, bewailed, debate, decayed, detailed, parade, polite, rebate, refined, regained, regaled, repaid.= 67.

ACCENTED VOWEL OMITTED.

Achieve, achieved, achiever, achieving, alarm, alarming, alleviate, Arabia, Arabian, appear, banjo, barley, barrier, canto, carat, caraway, Carmelite, carried, carrier, carrying, deviate, elaborate (adj.), habit, happy, happier, happily, harpy, hilly, interfere, intermediate, mania, married, Martha, medium, meteor, mimic, navy, Paris, parley, parried, rabbit, rabid, radiator, rapid, repudiate, tarried, willingly.

Half-Lengths.—About, elaborate (v.), widow, widower, window.= 52.

VOWELS UNNECESSARY.

Bar, barb, bargain, bark (barque), barm, barn, bartering, can, candid, candy, canning, car, carp, carriage, cartage, carter, carver, chaplain, character, chartering, did, differing, faculty, far, farther, farthing, finished, finishing, garb, garbage, garter, handkerchief, happen, harass, hark, harm, harp, hath, hear (here) or her, heard (herd), hearer, hearing, hearken, heart, hearth, human, larch, lark, man, manage, many, martyrdom, much, not, par, park, pity, shall, such, tartar, time (thyme), varnished, wager, were, wish, wished, woman, word, worked, worker, workman, worth, worthy, yarn, year.

Half-Lengths.—And, bard (barred), but, card, charred, could, could n't, did n't, good, guard, had or hood, had n't, hand, handy, handwork, hoodwink, jarred, land, landing, manhood, regard, retard, should, should n't, that, what, width, windy, womanhood, wood (would), woody, wooden, world, would n't, yard.= 118.

SPECIAL SHORTENING PRINCIPLES.

Consonants Shaded to Include Other Consonants.

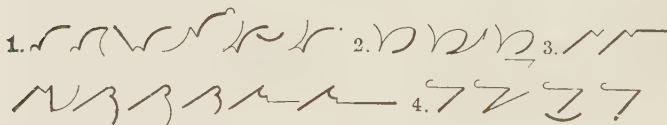
1. *M* shaded includes *P* in the same syllable.
2. *L*-downward shaded includes the syllable *IAR*.
3. *R*-upward shaded includes *L*.
4. *R*-downward shaded includes *J* in the same syllable.

Shaded consonants, used as above, are neither halved nor doubled. The past tense of words of this class is formed by the dot *only when the shaded consonant is the last stroke in the word*, as in *limped*. Final syllables may be disjoined when necessary to clearness.

KEY WORDS.

1. Imp, impish, gimp, lumpy, limping. †(42) Limped.
 2. (v.U.) Familiar, familiarly, familiarity.
 3. (v.A.S.O.E.) Rely, relied, reliable. †(8) Relieve, relief. (Half-length) Relieved. †(13) Relate, related.
 4. (v.U.) Charge, charger, charging. †(42) Charged.
- = 21.

KEY.



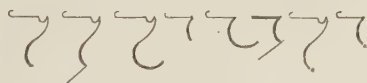
Substitutions.

To avoid awkward forms, *ZH* is sometimes substituted for *NJ*, and **SH* for *NCH* (198). This principle should be applied only when especially advantageous.

Substitutions are neither halved nor doubled.

KEY WORDS.

Challenge, challenger, challenging. (v.u.) Change, changing, danger. †(42) Challenged, changed.= 8.

KEY.**Prefixes No. 1.****Ad, For, Fire, Out, Counter.**

AD is used before *J* and **JR* only (203).

FOR is used before *B*, *G*, *T*, *F*, **V* (105), **L*-downward (105), and **SK* (151). Exception, **forty* (61).

OUT is used before upward *L* and *R* only.

KEY WORDS.

AD (*Short-A*).— Adjoin, adjoining. (Half-length) Adjoined.

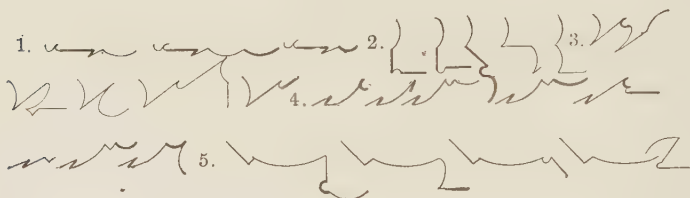
FOR (*abbreviation FOR*).— Forbid, forbade, forgave, fortify. (v.u.) Forfeit.

FIRE (*F-R*).— Fire-alarm, firelight. (v.u.) Fireman, fireworship. (Half-length) Firewood.

OUT (OW).— Outlay, outlaw, outline, outlying, outrage. (Half-lengths) Outright, outlined, outlandish.

COUNTER (K, upward stroke of OW, double-length N).— Counterpane, counterfeit. (Half-length) Counteract. (Prefix disjoined) Countermarch.= 25.

KEY.



Endings No. 1.

Ation, Bility, Tude, Ure.

KEY WORDS.

ATION (A).— Nation, ration, oration, elation, appellation, limitation, imitation, agitation, aberration, operation, obligation, location, rotation, narration, negation, notification, deviation, variation, alleviation, relation, fortification, dictation.

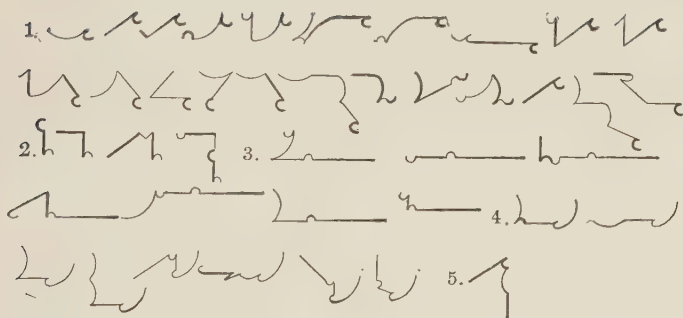
BILITY (B and Short-I).— Ability, debility, reliability. (Half-length) Adaptability.

TUDE (T-D).— Altitude, attitude, beatitude, habitude, latitude, fortitude. (Half-length) Aptitude.

URE (Y).— Feature. (v.u.) Nature, future, forfeiture. (Half-lengths) Rapture, jointure. †(42) Captured, pictured.

ATION Used Intermediately.— Relationship.= 42.

KEY.



WRITING EXERCISE XXI.

1. *The-work is outlined for you.*
2. A fireman rang *in the* fire-alarm.
3. Did-you order oak or pine for firewood?
4. I-did n't know *the* coin *to-be* counterfeit.
5. *Do-you-know the* altitude of that high peak?
6. *In my opinion* he ought to show more ability.
7. That picture is thought *to-be* a fine work of art.
8. *The* thief is likely *to-be* captured *in-the* adjoining field.
9. What *do-you think* is the chief feature of-*the* campaign?
10. *We hope* their attitude will not be so forbidding *in-the* future.= 91.

Summary.

Number of words keyed.....	1,051
Number of words for independent work	289
Number of abbreviations.....	113
Total	1,453

SECTION TWO.

Vowels Disjoined.

Knowledge is the key that opens the door of opportunity.

— CHARLES W. ELIOT.

VOWELS DISJOINED

General Principles Governing the Disjoining of Vowels.

It is not possible to write all vowels in the outline, nor always advantageous when possible. The following vowels are disjoined:

1. The dot.
2. Vowels which would join awkwardly in the outline, as *OO* in *cook*.
3. Vowels which, if joined, would be lost in the outline, as *O* in *own*.
4. Vowels necessary to a beginner which may be discontinued by a writer of experience.

CAUTION.—The discontinuance of vowels at the discretion of the writer is a dangerous liberty which should be exercised with discrimination. Errors in shorthand are more often due to omission of vowels than to any other *one* cause. An initial vowel is rarely omitted; a final vowel should never be. In proper names, not familiar to the writer, the vowels should always be expressed.

Rule for Writing and Reading Disjoined Vowels.

Disjoined vowels should be written after the outline of the word is completed.

Vowels written above strokes in a horizontal direction are read before them; vowels written under, are read after them. Vowels written at the left of strokes in a vertical or inclined

direction are read before them; vowels written at the right, are read after them.

Vowels, Initial and Final.

Initial vowels (dot excepted) are placed at the beginning of consonants; final vowels, at the end. The dot is placed at the *middle* of consonants, except in connection with *EN* disjoined, double-lengths (page 72), and *K*-omitted (page 99).

An initial dot has the Short-*E* sound, except in *air*, *heir*, and their derivatives, and other words having the same pronunciation. (See "Key Words.")

When it is possible to avoid changing a root form by disjoining *UN* or *EN*, as in *unlikely*, *enlighten*, **unseemly* (121), etc., it is usually preferable to do so. When thus disjoined the vowel in *UN* may be omitted.

KEY WORDS.

Initial.—Oaf, own, owning, owing, Ole, old, ugly, oven, other, unable, ullage, olive, ambush.

Final.—Two (too), shoe (shoo, chou), moo, sew (sow), mow. (V.A.S.O.E.) Guffaw. † (4) Ado. † (19) Shy.

Initial and Final.—Unto. (Contrasts) Undo, undue.

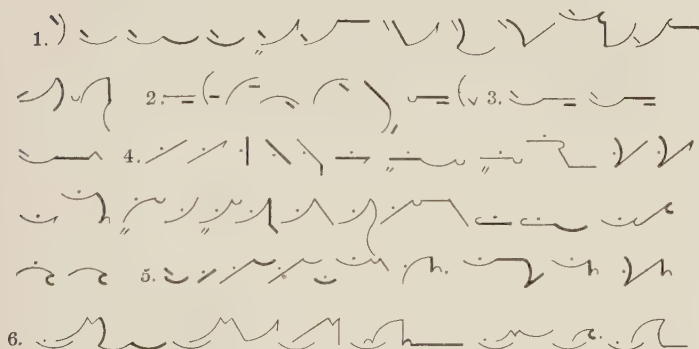
Dot Initial.—Air (heir, ere, e'er, Ayer, Ayr, Eyre), airy, ebb, egg, echo, eddy, Edna, Etta, etiquette, ever, every, any, envy, Emma, ell, Ella, elbow, elk, elfish, erratic, edge, etching. (Tick omitted) Anyway. (Contrasts) Essay, say.

Half-Lengths.—Owned, aired, errand, errant, end, enact. (A.V.O.) Embodied, endeavored. (Tick omitted) Anybody, everybody.

EN and UN Disjoined.—Enlivening, unlikely, unripe, un-

impeded. (Half-lengths) Enlighten, unmated. (A.V.O.) Enmeshed.=76.

KEY.



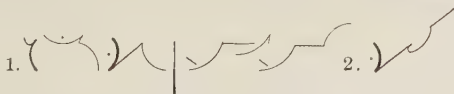
PHRASES.

The first paragraph of "Phrases Regularly Formed" (page 107) should be learned at this point.

WRITING EXERCISE XXII.

From this point the *regular* phrases will not be keyed in the introductions to the writing-exercises.

Introducing *advantage*, *anything*, *everything*, *public* (or *publish*), *ultimately*, *ultimatum*, and the irregular phrase, *every-year*.



1. *We shall go on the 13th anyway.*
2. *We shall be here at any time today.*
3. *Do you know of any other way to Ayer?*

4. *Do-not take undue advantage of any-man.*
 5. *Have-you anything more to-do to-your essay?*
 6. *We-are-unable to-give-you the etching today.*
 7. *Everything will-be given either to Edna or Etta.*
 8. *Do-you think the ultimatum will-be made public today?*
 9. *We-wish to-take Ella to-the ocean with us every-year.*
 10. *We hope ultimately to-have Olive with us all-the time.*
- =92.

Intermediate Disjoined Vowels.

The Dot.

An intermediate dot having the *AI* sound is placed at the middle of the consonant which precedes it, as in *fairy*, except when it begins a syllable, as in **whene'er* (78); one having the *Short-E* sound is placed at the middle of the consonant which follows it, as in *ferry*, except when this consonant is *implied*, as in the half-lengths *wed*, *head*, etc.

When the dot has the *AI* sound it is always followed by *R*.

KEY WORDS.

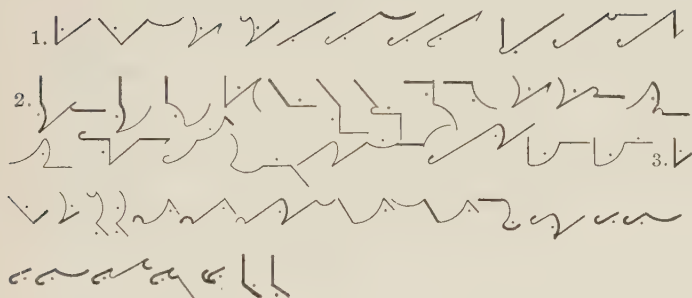
AI Sound.— Bear (bare), cairn, fairy, affair, rare, wearing, where, hairy. (V.A.S.O.E.) Beware, whereat, whereby.

Short-E Sound.— Beverage, bevel, bethel, perish, get, kept, ketchup, depth, death, ferry, ferried, levied, left, jeopardy, yellow. (V.A.S.O.E.) Phonetic, referendum, wherever. (Contrasts) Pelt, pellet.

Half-Lengths.— Bared, cared, fared, affect, effect, elect, erect, irreverent. (V.A.S.O.E.) Collect, neglect, defend, whatever. (Vowel between halved consonant and implied *D*) Wed, wedding, head, heading, headway, headache, ahead. (Contrasts) ¹Beget, begged.=53.

¹G is not halved in *get* or *getting*.

KEY.



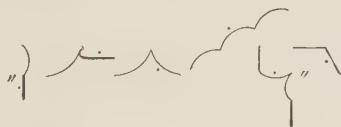
FOR INDEPENDENT WORK.

Abetting, again, aware, bed, berry (bury), buried, care, deaf, deck, fed, fell, felt, fenway, fetch, getting, hedge, led (lead), ledge, leg, letting, level, leverage, mesh, neck, net, never, pair (pare, pear), pelf, Perry, petty, revel, web, wreckage, wren, wrench, yell, yet. (A.V.O.) Wretched. (V.U.) Them. (Contrasts) Aged (adj.), aged (v.); rebel (n.), rebel (v.).

Half-Lengths.—Event, lend, lent, offend, paired (pared), pegged, rend, rent, wet.=57.

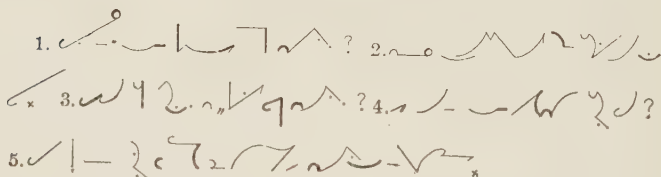
WRITING EXERCISE XXIII.

Introducing *February*, *legislature*, *length*, *memorandum*, *penmanship*, *Technology* (or *technical*).



1. Ned left *Technology in February*.
 2. Never let a petty *thing* annoy *you*.
 3. Beth kept her rare china *in-the* cabinet.
 4. *Is he* likely *to-be* elected *to-the* legislature?
 5. Know that *you-are* right ere *you go* ahead.
 6. Where did-*you* get that wretched headache?
 7. Good *penmanship* is often an aid *in* getting ahead.
 8. Take care *to* keep *your* body erect while *you* write.
 9. Make a *memorandum of-the* length and depth *of-the* ledge.
 10. *How will-you* be affected when *the* new law *is in* effect?
- =87.

READING EXERCISE I.



Dashes, Semicircles, and Diphthongs.

In addition to the dot, there are four main classes of intermediate disjoined vowels, as follows:

- CLASS 1. Vowels between two consonant strokes in the same syllable.
- CLASS 2. Vowels which begin syllables.
- CLASS 3. Vowels which end syllables.
- CLASS 4. Vowels which of themselves are syllables, i.e., vowel-syllables.

Intermediate disjoined vowels should be placed far enough from angles to leave no doubt as to where they are intended to be.

PRINCIPLE GOVERNING CLASS 1.

Between two consonant strokes in the *same syllable* a disjoined vowel is placed at the end of the second, as in *boot*, *before*.

KEY WORDS.

Boot, booth, Booth, balky, gall, cool, cooler, coat, tooth, fawn, forging, forth (fourth), load, loth, Ruth, hoed. †(4) Atone.

Book, bud, abutting, bullet, pullet, poverty, perfidy, gullet, cultivate, college, doth, Dutch, took, fervid, forage, thug, look, love, long, whopper, hod, hot, honey, judge, enough, furor, worry, hurrying, horrid, modifying. (A.V.O.) Cannot. †(49) Forty.

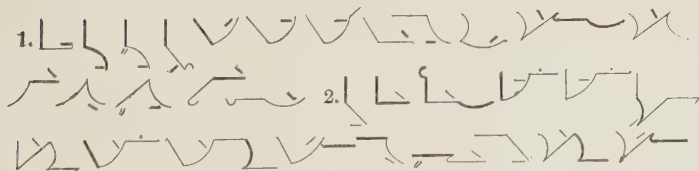
Beach (beech), Calvary, balm, lean, leal, live, lynch, liquor, lily, rigor (rigger), anathema, ballad, billet, palette (pallet), rhythmic. †(16) Omniscient.

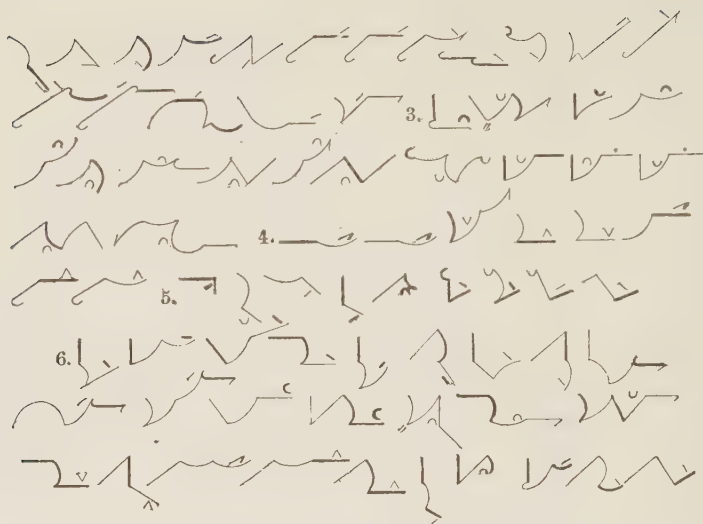
Down, town, vilely, feud, fight, loud, hewed, hewn.

Half-Lengths.—Daubed, fact, knocked, balked, wreathed, aboard, afford, accord, occurred.

Vowel Accented Syllable Only Expressed.—Before, balloon, galore, devote, befall, revoke, become, rebuff, pathology, mythology, philology, collate, pervade, Philippic, divinity, vulgarity, divide, rebuke, renown, renewed, reviewed. (Half-lengths) Befogged, bereaved, beyond, refund, recurred.= 112.

KEY.





FOR INDEPENDENT WORK.

Balmy, bilge, billow, boat, boon, borne (bourne), calla, callow, calm, cam, caught, cull, cult, filthy, fought, galley, gallon, lank, leaning, leave, linen, link, liver, lover, palm, pil-lage, rank, rib, ring (wring), rink, shop, thud, wrong.

Coalescents UR, ER, OR.—Courage, foray, foreign, fur-nished, pert, verge, Vernon. (v.A.S.O.E.) Defer, refer.

Short-U and Short-O Contrasted.—Lull, loll; rubber, robber.

Half-Lengths.—According, bird, board (bored), booked, dawned, famed, fanned, feigned, fund, gummed, hunt, leagued, leaved, lived, loaned, nibbed, ribbed, rigged, robbed, roved, rubbed, shamed, third, thumbled, tugged. (Contrasts) Perfect (adj.), perfect (v).

Accented Vowels Omitted.— Authority, copied, fancy, livid, vapid, vivid.

Vowels Unnecessary.— Belief, believe, cash, guilty, liberty, livery, put, rich, ship, valley, victim, village, villainy, youth. = 95.

SHORT-I AND SHORT-A NOT HOOKED.

Short-*I* hook is not used:

- a. Between *W*, *WH*, *H*, and *N* or *NG*.
- b. Between strokes in the direction of *K* and *L*.

Short-*A* hook is not used:

- a. Between *SH* and *G* or *K*.
- b. Between *V*, *F*, and *N* or *NG*.
- c. Between strokes in the direction of *K* and *V* or *F*.
- d. Between strokes in the direction of *K* and *N* or *NG*, except in connection with half and double lengths, as in *cant*, *canter*.

KEY WORDS.

Short-I.—(a) Winnow, Winkley, whinney, Hinckley. (Half-length) Hint. (b) Guilt (gilt), kill (kiln).

Short-A.—(a) Shaggy, shackle. (b) Van, fan. (c) Gavel, cavalry, cavern, Kaffir. (d) Gang, gangway. (v.A.S.O.E.) Began, pecan. = 21.

KEY.



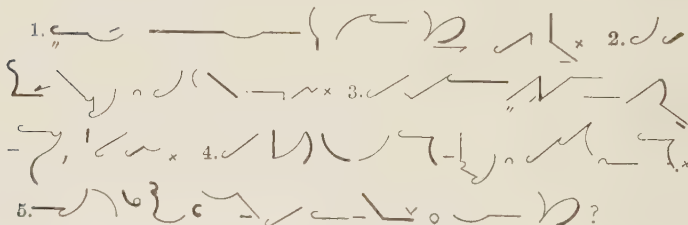
WRITING EXERCISE XXIV.

Introducing *apothecary*, *Governor*, *knowledge*, *language*.



1. *We* need a load *of* rich loam.
2. *The* line *we* carry *is* pure linen.
3. *To-have* enough *is to-be* rich enough.
4. I-*will* refer *the* youth *to-the* judge.
5. "Ring out *the* old; ring in *the* new."
6. *The* Governor *will-be* here before long.
7. I-would not care *to* live *in* any other town.
8. *He-cannot* take *the* balloon voyage *with* us.
9. Can-*you* go *to-the* apothecary shop *on* your way down town?
10. *The* knowledge *of-a* foreign language *will-be* of advantage *to-you*. = 87.

READING EXERCISE II.



PRINCIPLE GOVERNING CLASS 2.

An intermediate disjoined vowel which begins a syllable is placed with the consonant which follows it, as in *naïve*.

KEY WORDS.

Naïve, Niagara, pæon (peon), lion, Ionic, mediocrity, meteoric, pillowed, pallid, valid. (V.A.S.O.E.) Hereof, whereof. (Contrasts) Gullied, gulled. = 16.

KEY.



PRINCIPLE GOVERNING CLASS 3.

An intermediate disjoined vowel which ends a syllable is placed with the consonant which precedes it, as in *bony*.

KEY WORDS.

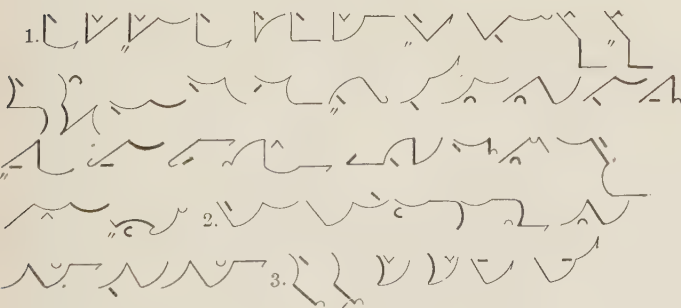
Bony, buyer, Byron, pony, poem, poet, pilot, Corey, corona, cubit, Cupid, votive, feverish, knowing, knoweth, nauseate, Mocha, lowly, lien, regal, rowing, ruby, Reuben, wooing, haughty, impunity, automobile. (Half-lengths) Nobody, react. (V.A.S.O.E.) Negotiate, renewing. †(19) Isaiah.

Contrasts.

In Accent.—Colon, cologne; native, nativity; legal, legality; local, locality.

In Syllabication.—Fogy, foggy; vial (viol), vile; coolie, coolly.= 47.

KEY.



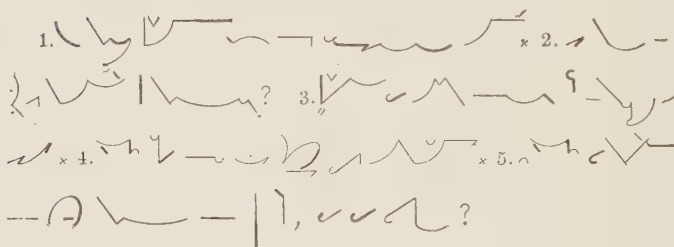
WRITING EXERCISE XXV.

Introducing *captain, unusual, wherewithal*.



1. *Do-you-not think the poem unusual?*
2. *Is it not rough where Reuben is rowing?*
3. *Have-you the wherewithal to buy the ruby?*
4. *I-do-not know the captain of-the pilot boat.*
5. *Could we get an automobile in-that locality? =41.*

READING EXERCISE III.



PRINCIPLE GOVERNING CLASS 4.

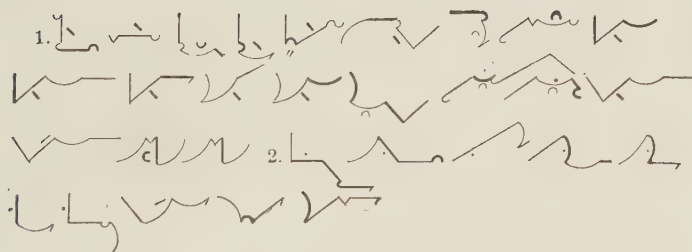
A vowel-syllable which is preceded by a consonant is placed at the middle of that consonant, as in *apogee*; a vowel-syllable which is preceded by a vowel is placed at the middle of the consonant which follows it, as in *iota*.

KEY WORDS.

Apogee, iota, piano, peony, Peoria, mediocre, deify, hyena. (A.V.O) Borrowing, baronet, parody, follower, following, vinegar. (Half-lengths) Handiwork, renegade. (Contrasts) Coronet, cornet; liable, libel.

Vowel-Syllable Omitted.— Pedagogy, legatee, rarify, revenue, levity, ebony, epitaph, colony, theory, variety. = 30.

KEY.



Consecutive Vowels Disjoined.

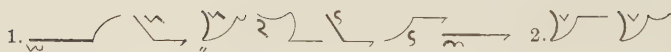
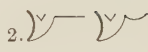
When consecutive vowels are disjoined they should be united to each other only when one (or both) is a syllable, as in *diadem*, **lineament* (86).

KEY WORDS.

Both Vowels Expressed.— Diadem, coyote, Viola, neophyte, gaiety, laity, deity.

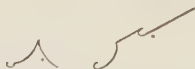
But One Necessary.— Violet. (Half-lengths) Violent. = 9.

KEY.

1.  2. 

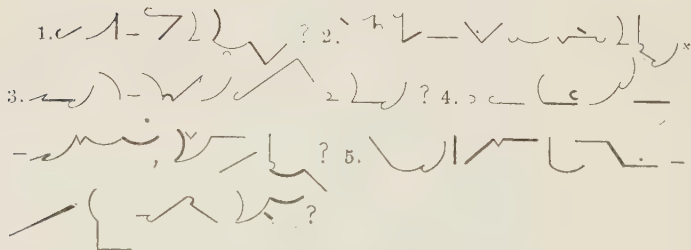
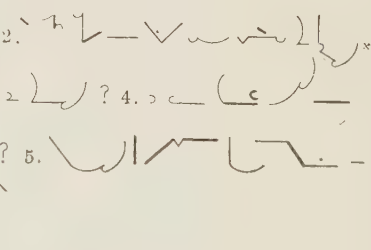
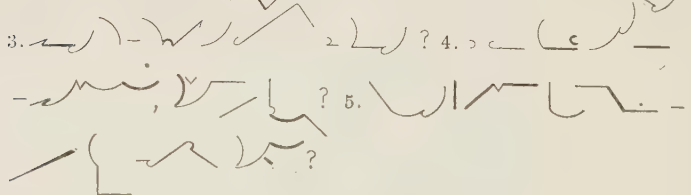
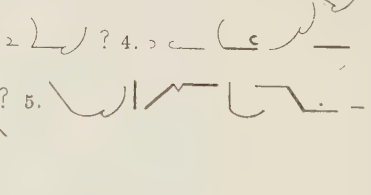
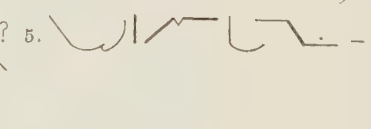
WRITING EXERCISE XXVI.

Introducing the irregular phrases, at-length, you-are-aware.



1. Every violent act *will* weaken *your* character.
2. *You may* write a parody *on* any poem *you* wish.
3. By putting that *in* writing *you* become liable *for* libel.
4. At-length Viola appeared *with-the* ebony cane *in* her hand.
5. *You-are-aware*, are-you not, that *we* do-not know *who* the legatee *is?* = 53.

READING EXERCISE IV.

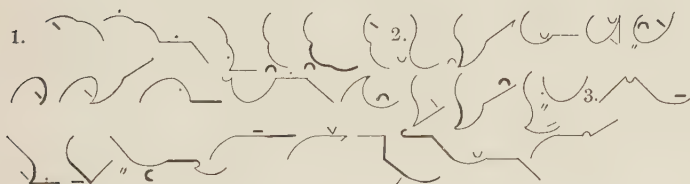
1.  2. 
 3.  4. 
 5. 

Consonants Uniting with and without Angles.**KEY WORDS.**

Curves Uniting With Angles.—Soweth, esthetic, theft.
 †(26) Sheath, sheathing, showeth.

Curves Uniting Without Angles.—Fashion, chivalry, sha'n't, shallop, Sheole, mauve, muffler, method, athletic. (V.A.S.O.E.) Machine, chauffeur, chevalier, chiffon. †(26) Ethel.

Straight Lines and Curves Uniting Without Angles.—Raccoon, covet, sugar, Canadian, mooted, mighty. (V.A.S.O.E.) Toboggan, gigantic. (A.V.O.) Mightier.= 29.

KEY.**FOR INDEPENDENT WORK.**

Classify the following according to the principles governing intermediate disjoined vowels.

Curves Uniting Without Angles.

Fishy, mewling, moan, mooing, moon, moth, mouth, mowing, muffled, shaft, shale, shalt, shanty, shave, shawl, sheaf, shield, shift, shilling, shin, shine, shiver, shoeing, shovel, showing, shown (shone), shunned, shunt, shying. (A.V.O.) Shallower.

Straight Lines and Curves Uniting Without Angles.

Cavil, cavity, cawing, coffee, coffer, coffin, cone, Coney, cooing, coon, cough, cove, covering, cuff, cunning, going, govern, gown, gun, mad, Maud, mewed, mood, moat (mote), motive, mud, mute, shake, shack, shock, shook. (V.A.S.O.E.) Locomotive. (A.V.O.) Canobie, canopy.= 66.

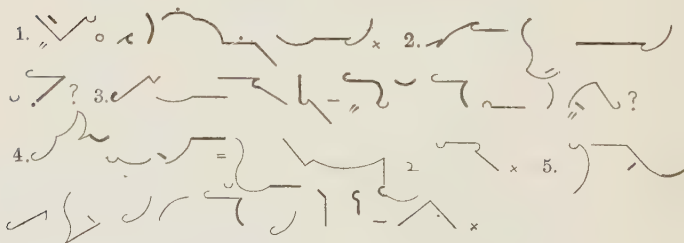
WRITING EXERCISE XXVII.

Introducing the irregular phrases, *I-am-aware*, *in-a*, *day-or-so*, *day-or-two*.



1. "Night unto night showeth *knowledge*."
2. *I-am-aware* that-*the* idea *will-be* a shock *to-you*.
3. *We-shall-be* able-*to-give-you* the gown *in-a* day-*or-so*.
4. *The* poem *we-are-going* to read *to-you* is by *the* poet Shelley.
5. *We may-be* able-*to-give-you* our *opinion of-the* machine *in-a* day-*or-two*. = 62.

READING EXERCISE V.



Continuous Line.

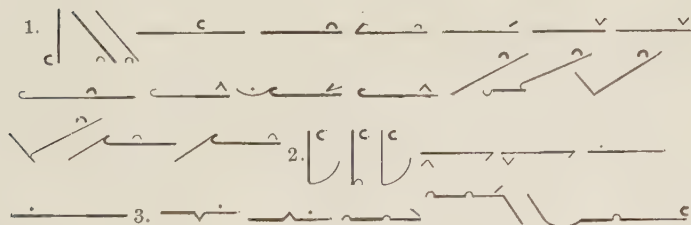
When it is possible to choose between joining a vowel and making a continuous line by disjoining, the latter is preferable between two consonants *in the same syllable*, but not always preferable between two consonants in *different syllables*.

KEY WORDS.

Babe, gig, kick, dated, deed, audit, taught (taut), died (dyed), tight, cheated, chewed, enjoyed, jute, rear, adhere. (V.A.S.O.E.)
Career, cohere. (Contrasts) Ridged, rigid.

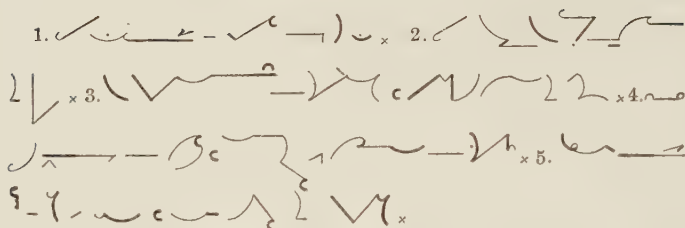
Babel, baby, papal, duty, tidy, edit, edited.

Line Not Continuous.—Diet, duet, idiot, idiotic. (A.V.O.)
Candidate.= 33.

KEY.**FOR INDEPENDENT WORK.**

Bauble, Bible, calk, chide, Choate, coke, cook, cuckoo, dado, data, debt, dot, dote, doubt, dude, jade, jet, jot, jut, keg, kicker, pauper, pebble, people, peppery, piper, pope, weir, wore. (V.A.S.O.E.) Guaranteed, legitimate. (V.U.) Paper.= 32.

READING EXERCISE VI.

**Double-Lengths in Connection with Disjoined Vowels.**

A disjoined vowel which precedes or follows a double-length is placed at the beginning of the stroke doubled, regardless of the syllabication.

KEY WORDS.

Implying D-R or TH-R-Heavy.—Cedar, under, wonder, nadir, father, another, mothering, further, hither. (v.u.) Hinder. †(26) Thunder. †(40) Together, thither.

Implying T-R or TH-R-Light.—Victor, factor, refectory, elevator, shatter, theater, amphitheater, enter, re-enter, notary, notoriety, janitor, motor, matter, diameter, letter, rotary, rhetoric, orator, operator. (v.a.s.o.e.) Barometer, collaborator, collector. (a.v.o.) Factory, victory. (v.u.) Winter. †(40) Abettor, veteran.

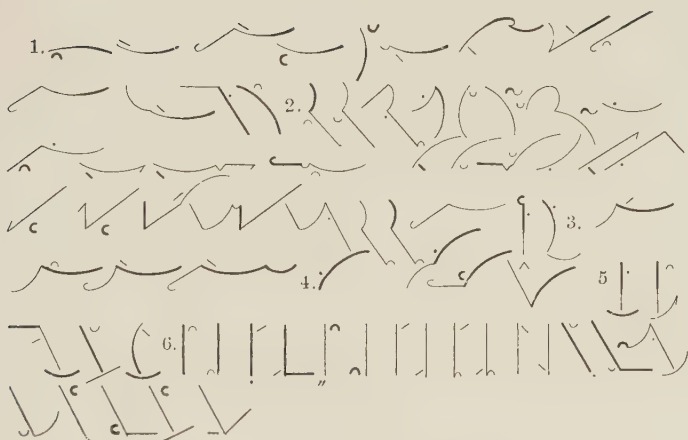
Implying G-R.—Longer, linger, younger, hungering.

Implying B-R.—Ember, member, chamber, cucumber.

Endings Disjoined.—Bettering, bitterly, doctoring, gatherer. †(41) Shuddering.

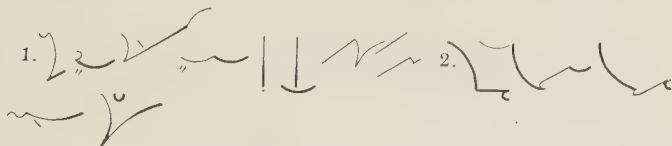
Contrasts.—Bidder, bib; bothered, bobbed; Peter, peep; potter, pop; pottery, poppy; putter, pup; gathered, gagged; electoral, cackle; catered, caked; caterer, cooker.= 74.

KEY.



WRITING EXERCISE XXVIII.

Introducing *afterward*, *England* (or *English*), *furthermore*, *New England*, *published*, *publishing*, *reformer*, *reply*, and the irregular phrases, *the-other-day*, *on-the-other-hand*, *the-other-way*, *in-another*, *father-and-mother*.



1. *We should avoid hindering the reformer.*
2. *I-wonder what reply you-will get to-your-letter.*
3. *They-were afterward looking for another janitor.*
4. *The captain will, no doubt, do better another time.*

5. *On-the-other-hand, he may encounter a new difficulty.*
6. *Furthermore, we-are likely to fail if we do-not work together.*
7. *For-that-matter, we think the difficulty may-be obviated in-another way.*
8. *We-shall-have to-go the-other-way, no-matter what the difficulty may-be.*
9. *Her father-and-mother thought it a good opportunity for her to-go to England.*
10. *The New England Publishing Company published a new book on pedagogy the-other-day.* = 110.

FOR INDEPENDENT WORK.

Implying D-R or TH-R-Heavy.— Cider, elder, Endor, engender, federal, fender, fodder, foundering, girder, leadership, louder, madder, offender, reader, rudder, sadder, tender, underbid (-buy, -gone, -neath, -take, -took), vender, wandering, yonder. (V.A.S.O.E.) Defender.

Fatherly, nether, weathering, whether, whither, withering. (Half-length) Motherhood. (V.A.S.O.E.) Hitherto.

Implying T-R or TH-R-Light.— Accouter, battery, coterie, cutter, entertain, faltering, fatter, fighter, gaiter, gutter, hatter, heater, hotter, hunter, interrupt, lethargy, lighter, litter, liturgy, loiter, lottery, meter, miter, mutter, neuter, niter, nutter, pewter, rectory, satyr, sheltering, suitor, voter, waiter, water, whiter.

Endings Disjoined.— Battering, buttering, gathering, hectoring, shatterer.

Contrasts.— Bolder (boulder), bolter; feather, fetter; ladder, latter; neither, neater; powder, pouter; rider (Ryder), writer; ruder, rooter: shudder, shutter. = 94.

M, L, R, Downward.

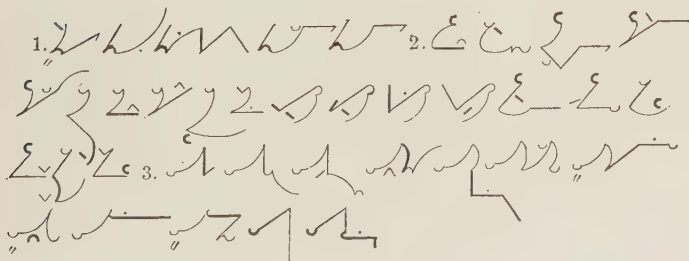
This lesson is the completion of the *M, L, R*, lesson in Section One, pages 28-33. All that is new in it is introduced by daggers. To connect the two parts it is necessary that the lesson in Section One be reviewed before proceeding with this.

Before and After Vowels.**KEY WORDS.**

Before Vowels.—O'Leary, re-letter. (A.V.O.) Re-embark. (Contrasts) Reality, realty.

After Vowels.—(*M*) Amid, ammonia. (*L*) Alacrity, alert, alarum, alcove, allude, allure, alternator, eyelet (islet), oriole, aureole, burial. (A.V.O.) Carryall. (*R*) Aeronaut, aorta, arraign, aright, arrival, irate.

Exceptional Use of L and R after AH and Short-A.—Alibi, allopath, allopathy, alluvium, alphabetic, alfalfa, Alfaretta. †(30) Alicia, alleged, Algeria, arbiter, arpeggio.= 38.

KEY.**FOR INDEPENDENT WORK.**

Alive, allot, alone, along, aloof, among, aroma. (Hooks)
Arcadian, arnica. (Half-length) Arrived.= 10.

WRITING EXERCISE XXIX.

1. *To-be* alert and alive *is to* arrive.
2. *The* irate man left *the* oar *in-the* boat.
3. Alicia *will* alleviate *your* pain *with* an opiate.
4. Did-*you-not* leave *the* book *in-the* alcove *the-other-day*?
5. *The* aeronaut did-not appear *to* make much effort *to* gain *the* victory.= 50.

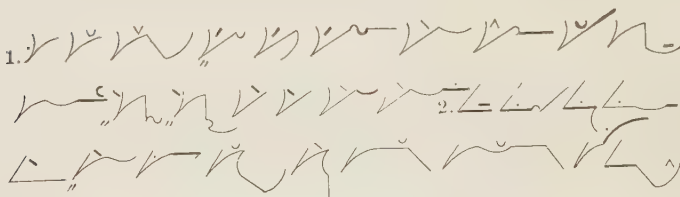
Before Consonants.

KEY WORDS.

L.—Elm, lamb, limekiln, Laura, laurel, laureate, learn, lurid, larder. (V.A.S.O.E.) Lampoon, lemonade. (A.V.O.) Olympia, Olympian. (Contrasts) Lore, lower; learned (v.), learned (adj.).

R.—Rude (rood), readier, reddish, retinue, rotate, Roman, remedy, ramshackle, rum-shop. (V.A.S.O.E.) Rheumatic, romantic, remember. (A.V.O.) Ridicule.= 31.

KEY.



FOR INDEPENDENT WORK.

Lime, loom, lurch, lurk, radish, rhyme (rime), roadway, rod, room (rheum), rot, rum, rut, wrote (rote), wrought. (Half-lengths) Lord, lordly, lordship, roommate.= 21.

WRITING EXERCISE XXX.

1. *The patient is ill with rheumatic fever.*
2. *Do-you-know who the Poet Laureate of England is?*
3. *Will-you kindly lower the shade in-the rear of-the room?*
4. *Whatever is learned by rote is not likely to-be long remembered.*
5. *When you arrive at-the point named you can easily see which road to-take.= 56.*

After Consonants.

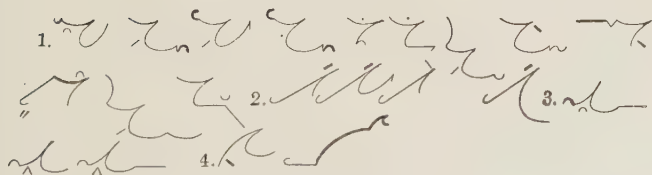
The numbering of the paragraphs under *M*, *L*, and *R*, respectively, corresponds with the numbering of the paragraphs under the same letters in Section One.

M.

KEY WORDS.

1. Animal, nominee, anomaly, anemone, enemy, enmity, phenomena, pneumonia, dynamo, Hingham. (V.A.S.O.E.) Phenomenon, pneumatic.
2. Warm, warmly, worm. †(26) Warmth.
3. †(31) Eliminate, illumine, illuminate.
4. †(31) Motorman. (Exception) Chambermaid.= 21.

KEY.



L.

KEY WORDS.

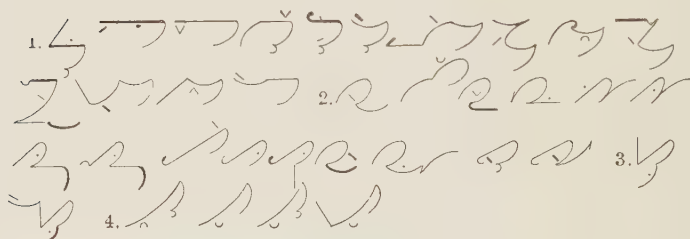
1. Readily, dawdle, title, mightily, jolly, only, autumnal, nominal, menial, diurnal, adulterating. (V.A.S.O.E.) Colonial, renewal. (A.V.O.) Until.

2. Mullein, mammal, mileage, omelet, heirloom, realm, relative, irrelative, whirl, well, whelp. (A.V.O.) Mellowing. †(12) Millennium. (Contrasts) Holy, wholly.

3. †(32) Parallel. (Half-length) Unparalleled.

4. †(32) Literally, lateral, latterly or laterally. (V.A.S.O.E.) Collateral.= 36.

KEY.



R.

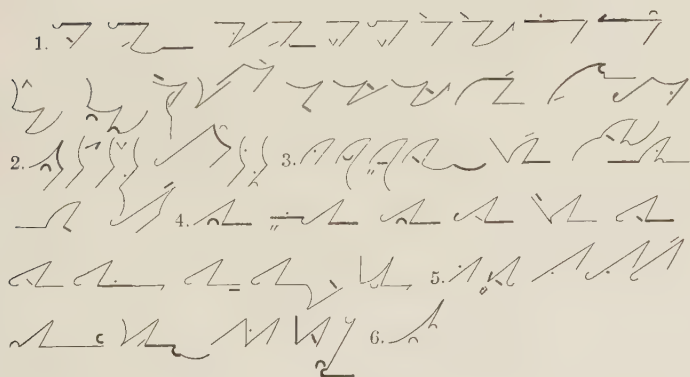
KEY WORDS.

1. Adore, adorned, terror, torrid, tire, attire, utter, utterly, editor, auditor, funeral, funereal, ownership. (V.A.S.O.E.) Fore-runner. (A.V.O.) Narrow, narrower, narrowly. (Contrasts) Moderate (adj.), moderate (v). †(58) Whene'er.

2. Leisure, shower, shyder (Schayer), sheriff. (A.V.O.) Worthier. (Contrasts) Share, sherry.

3. Mare, marsh, Moorish, mourning, comrade, memorial, demerit. (A.V.O.) Tomorrow. †(33) Warmer.
4. Reared, Edward, weird, whirled, cohort, hoard (horde), hurt. (V.A.S.O.E.) Heredity, hereto, heretofore. †(33) Polarity.
5. Error, Aurora, rarer, wearer, horror, irritate, foreordain. (V.A.S.O.E.) Repairer. (A.V.O.) Borrower. †(33) Arrearage.
6. †(33) Literary.=60.

KEY.



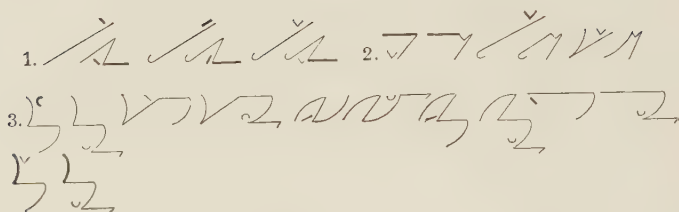
CONTRASTS.

Between R-Upward and R-Downward.—Roar, roared; war, warred; wire, wired.

Between I Disjoined Between Two Consonants in the Same Syllable, and I Joined Between Two Consonants in Different Syllables.—Dire, dyer; hire, higher; lyre, liar.

In Accent.—Fatal, fatality; fertile, fertility; moral, morality, mortal, mortality; total, totality; vital, vitality. = 24.

KEY.



FOR INDEPENDENT WORK. NO. 1.

Half-Lengths.— Adored, dared, hauled, headland, headline, headlong, ignored, rolled, ruled, shared. (V.A.S.O.E.) Cajoled, petard.

Double-Lengths.— Directory, halter, holder, tenderly, wanderer. (V.A.S.O.E.) Bewildering.

Vowels Unnecessary.— Chart, chill, dark, dart, jargon, little, march, mark, marriage, morning, mortgage, nearer, richer, teacher.= 32.

FOR INDEPENDENT WORK. NO. 2.

Classify the following according to the principles governing intermediate disjoined vowels:

Admire, bearer, calmly, carol, dearth, delta, delve, diagonal, dirt, doer, donor, doorway, dory, duly, fairer, fairly, feudal, girlish, kneel, knoll, maul, merry, milk, mill, modern, mole, penman, rarely, roll (role), ruler, tall, tear (tare), teller, telltale, tilt, tool (tulle), Tory, touring, tumor, woolly. (V.A.S.O.E.) Charade, giraffe, phenomenal, rebuttal, temerity. (A.V.O.) Caroline, jury.= 50.

WRITING EXERCISE XXXI.

Introducing *however*, and the irregular phrase, *for-a-long-time*.

1. 3 2 4

1. Had-you any knowledge of-the error?
 2. It became warmer, *however*, after the shower.
 3. You may wire the manager early tomorrow morning.
 4. The jury remained in-the jury room for-a-long-time.
 5. Shall-you have leisure to-go to Memorial Hall tomorrow?
- = 43.

READING EXERCISE VII.

1. o h m n t r s l k p q v w x y z 2. v m n l k p q v w x y z
 3. d t n t r s l k p q v w x y z 4. v m n l k p q v w x y z
 5. v m n l k p q v w x y z

H-Tick.

The *H*-tick is a short, light stroke, struck downward in the direction of *AW*, and is used initially before *M* in the same syllable. In a very few cases it is used before *M* in a different syllable, as in *homeopath*.

The vowel between the *H*-tick and *M* should not be omitted in accented syllables, nor in monosyllables except in *him* (*hymn*).

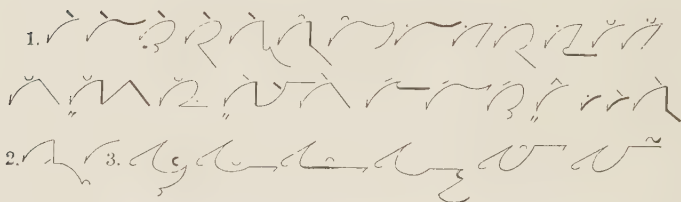
KEY WORDS.

Home, homing, homely, homelike, homeopath, hymnbook, hymnal, hemming, hemmer, hemlock, hemorrhage, ham, hammer, hammock, Hamburg, hamlet, Humboldt, hummock, homage, hominy, homily, Hume. (Half-lengths) Hemmed, hummed, humbugged.

Vowel Omitted between H-Tick and M.—Homeopathy, him (hymn).

H-Tick Not Used.—Humanely. (v.A.S.O.E.) Humanity, humidity, humanitarian, humility. (A.V.O.) Humiliate. = 34.

KEY.



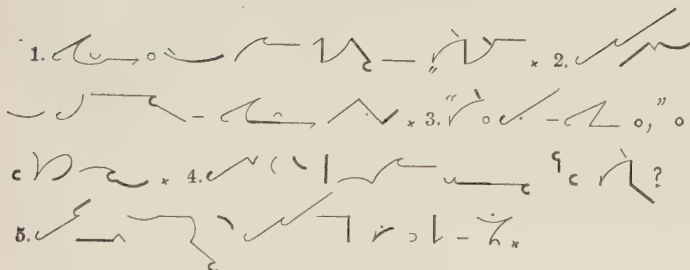
WRITING EXERCISE XXXII.

Introducing *homeopathic*, *January*, *October*, *November*.



1. Give homage to whom homage is due.
2. Do-you employ a homeopathic doctor?
3. Shall-we get the hemlock now or later?
4. We-are-going to read Hamlet at-home tonight.
5. If I-do-not go to Hamburg in October or November, I-shall-go in January. = 46.

READING EXERCISE VIII.



U-Long.

U-long (and its equivalents, *EW*, *EU*, *UE*) has different sounds under different conditions. Since concerning it dictionaries disagree, the following usage has been adopted for the Chandler Shorthand:

1. It has the sound of *OO*-long after *R*, *Y*, **ZH* (140) and *SH*; also in a few words after *Z*, *S*, and *L*.
2. It has the sound of *Y* plus *OO*-long in the following three cases:
 - a.* When it begins a word, as in *Ute*, and usually when it begins a syllable, as in **statute* (112).
 - b.* When it constitutes a word, as in *ewe*, or a syllable, as in *unity*, except when that syllable follows *R*, as in *erudite*.
 - c.* When it follows **D* (138) or *T* in an unaccented syllable, as in *mortuary*.
3. In cases not covered by the foregoing it has the sound of *EW* in *few*.

NOTE.—In words of Class 2, the *OO*-element may be omitted in all unaccented syllables, except those which are final, as in *venue*.

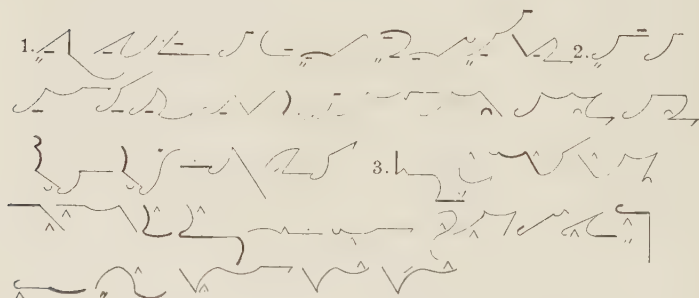
KEY WORDS.

1. Rubicon, rural, erudite, yew, shute (Chute), Zuriel, Zulu, surah, Lulu. (V.A.S.O.E.) Garrulity.

2. (a) Ute. (b) Ewe, unity, ewer, euphony, euchre, venue. (OO-element omitted) Unite, unique, unanimity, utility, evacuate, vacuum, educator. (c) Mortuary.

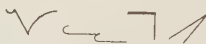
3. Beautified, puny, angular, culinary, duke, tunic, viewing, fugitive, suet, annuity, mulish, lunar, whew, humid, Jupiter, chewing. (v.A.S.O.E.) Methuen, community. (Contrasts) Commune (v), commune (n). = 46.

KEY.



WRITING EXERCISE XXXIII.

Introducing *accompany, church, department, railroad.*



1. *The air is very humid today.*
2. *The enemy evacuated the town early in-the morning.*
3. *Would-you like to accompany us to-the Church of-the Unity?*

4. It-shall-be *your* duty to look after *the* suet *for-the* culinary department.

5. Every rural community *is* making an effort *to* obtain a lower *railroad* rate.= 54.

N-Hook.

N-hook is a small hook, used at the end of consonant strokes. It is used chiefly in connection with short vowels.

It is written as follows: on the left of downward straight strokes, as in *bend*, *vacant*; on the right of straight up-strokes, as in *one*, *ordinary*; on the under side of horizontal strokes, as in *done*, *don't*; on the inside of curves, as in *men*, *meant*.

N-hooks are of two general classes:

I. Those which join to a consonant in the *same* syllable.

II. Those which join to a consonant in a *different* syllable. In the latter class the *N* is hooked only when preceded by a vowel, though this vowel is not always expressed, as in *emanate*.

Specifically, *N*-hooks are used as follows:

1. After *TH* and *Y*, in connection with full lengths only.
2. After *D*, *T*, *J*, *CH*, *M*, in connection with both full and half-lengths.
3. After *B*, *P*, *G*, *K*, and *R*-intermediate, with half-lengths only.
4. After *W*, in the words *one* (*won*), *wend*, and *went* only.

Points of Difference between N-Hook and Short-I Hook.—

(1) *N*-hook is used both finally and intermediately; Short-*I* hook is used intermediately only. (2) *N*-hook, as a rule, is either preceded or followed by a disjoined vowel; Short-*I* hook usually occurs between two consonants.

N-Hook Shaded.— When an *N*-hook follows a half-length light consonant which implies *D* it is shaded, as in *pend*, *tend*. When it follows a half-length heavy consonant it is shaded, whether the letter implied be *D* or *T*, as in *bend* or *bent*.

NOTE.— To obtain a good outline, it is frequently necessary to disregard syllabication in connection with *N*-hooks, as in *identity*.

NOTE.— For *N*-hook in connection with Circles and Compounds, see pages 118, 135, 175.

Class I. *N*-Hook Joined to Consonant in the Same Syllable.

KEY WORDS.

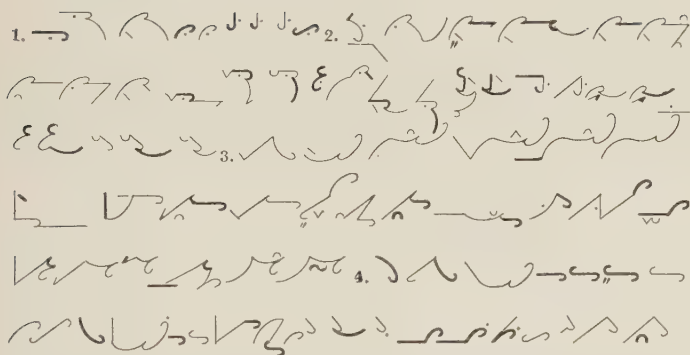
Monosyllables.— Den, tenth, month. (Half-lengths) Mend, meant, bend or bent, pend (penned), pent, wend.

N-Hook Syllable Accented.— Authentic, menthol, Monday, mundane, moneyed, monetary, minute (n.), mentor. †(12) Money. (Half-lengths) Identity, identify, attentive, amend, memento, redundant, retentive, abundantly, bunting, depend, repent, mountain, mounting. (A.V.O.) Amount, amounting, account, accounting, accountant.

N-Hook Syllable Unaccented.— Earthen, onion, minion, communion, dominion, mignonette, potentate, bulletin, origin, urchin, Hymen. (Half-lengths) Irritant, regent, tangent, elegant, reprimand, diamond, paramount, ornament, ointment, derailment. (Contrasts) Liniment. †(67) Lineament.

Vowels Unnecessary.— Then, heathen, canyon, done, gin, June, chin, men, one (won). †(26) Than. †(42) Pinioned. (Half-lengths) Don't, chant, pardoned, margined, mount, count, counting, counted, demand, demanded, remanded, went. †(12) County. (Contrasts) Recount (to relate), recount (to count again). = 88.

KEY



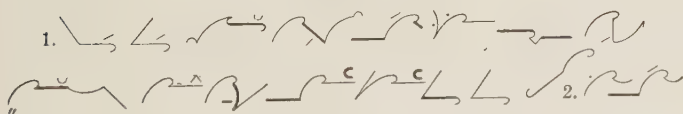
Class II. N-Hook Joined to Consonant in a Different Syllable.

KEY WORDS.

Cotton, rotten, imagine, monogamy, domino, effeminate. (v.A.S.O.E.) Denied, monopoly, Monadnock, minute (adj.), manœuvre. (A.V.O.) Dominate, ruminate. (v.U.) Ridden, written, women.

Half-Lengths.—Eminent, dominant.= 18.

KEY.



M, L, R, After N-Hook.

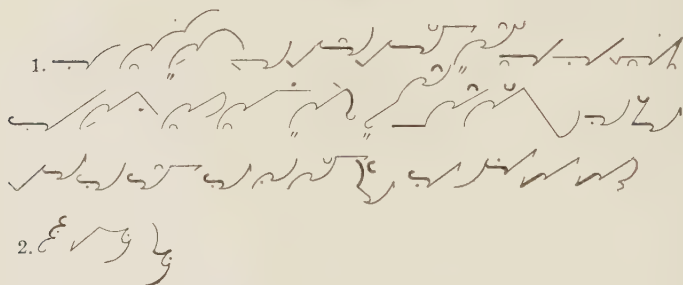
After *N*-hook, *M*, *L*, and *R* are written upward when possible.

KEY WORDS.

Upward.—Denim, minimum, Monmouth, tunnel, original, originality, Manila, dinner, tenor, itinerary, generator, monarch, mineral, minaret, Minerva. (V.A.S.O.E.) Hymeneal, domineer, monarchical. (Half-lengths) Dental, ardently, urgently, gentle, gentility, gently, mental, mentality, vacantly, gentry, legendary, ordinary, ordinarily.

Downward.—(Half-lengths) Amendment, ornamental. (V.A.S.O.E.) Fundamental. = 34.

KEY.



FOR INDEPENDENT WORK.

Vowels Joined.—Acumen, beaten, demon, Eden, Ethan, eaten (Eton, Eaton), Nathan, omen. (Hook) Banyan. (Half-lengths) Agent, payment, raiment. (V.A.S.O.E.) Maintain.

Containing Disjoined Vowels.—Bowdoin, Bunyan (bunion), dudgeon, dungeon, fatten, ton (tun). (V.A.S.O.E.) Determine, monotony.

Half-Lengths.—Amending, attend, attendant, diffident, impotent, impudent, pungent, unbending. (V.A.S.O.E.) Dependent, depending, repentant. (V.U.) Parliament. = 39.

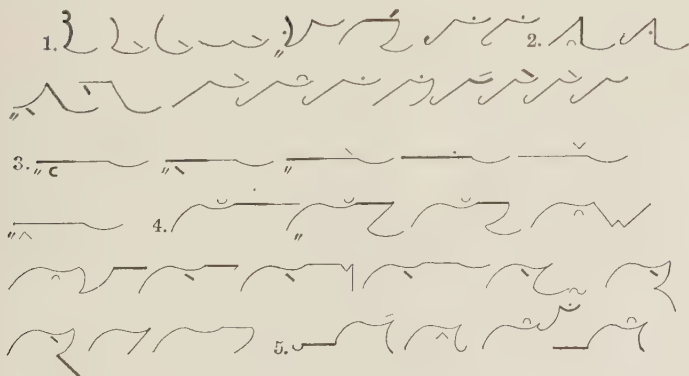
N-Hook Not Used.

N-hook is not used in the following cases:

1. After the following seven consonants: *V, F, SH, N, L* (upward or downward), *WH, H*.
2. After *full-length B, P, G, K, R*, or after *W*, except in *one* (*won*), *wend*, and *went*.
3. After continuous lines.
4. In words beginning with the syllable *man* or the syllables *mono*.
5. When followed by *SH* or *Y*.

KEY WORDS.

1. Even, fun, shun, none (nun), Evelyn, maudlin, when, hen.
2. Ribbon, weapon, Logan, token, run, win, wen. (Half-lengths) Rental, wand, won't, wont. (v.u.) Want.
3. Dayton, Doten, Dutton, deaden, tighten, Teuton.
4. Mandate, Mandarin, mandolin. (A.v.O.) Manicure, manifold, monody, monotype, monotone, monomania, monolith, monologue. (v.u.) Manner (manor), mantle (mantel).
5. Admonish, minutia. (Half-length) Minuend. (v.A.S.O.E.) Diminish.= 46.

KEY.

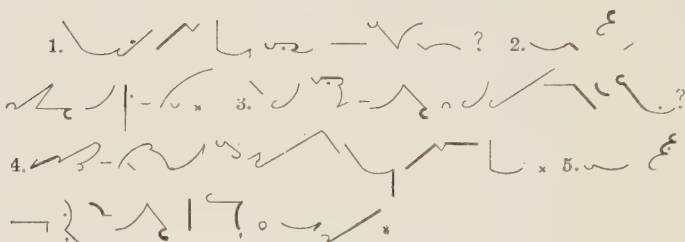
WRITING EXERCISE XXXIV.

Introducing *acknowledgment*, ¹*begin* (or *begun*), ¹*beginner*, ¹*beginning*, *document*, *genuine*.



1. It-is easier to generate heat than light.
2. A beginner should be willing to begin at-the beginning.
3. No-one can tell whether the document is genuine or not.
4. According to-your itinerary you should be here by Monday.
5. Herewith find acknowledgment of-your monthly payment.= 46.

READING EXERCISE IX.



ZHN or SHN Hook.

ZHN or *SHN* hook is a large hook, used after full-length consonants only. It is written as follows:

1. On the right side of downward straight strokes.
2. On the left side of straight up-strokes.
3. On the upper side of horizontal strokes.
4. On the inside of curves.

¹*N*-hook occurs after full-length *G* in abbreviations only.

KEY WORDS. NO. 1.

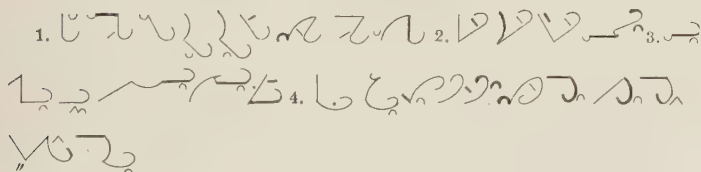
1. Passion, adoption, action, faction, fiction, caution, emersion, torchon. (A.V.O.) Ambition.

2. Portion, version, coercion, adhesion.

3. Addition, optician, tuition. (V.A.S.O.E.) Rendition, magician. (A.V.O.) Erudition.

4. Pension, ammunition, omission, lotion, lesion, emulsion. (V.A.S.O.E.) Division, revision, diffusion, Carthusian, definition. = 30.

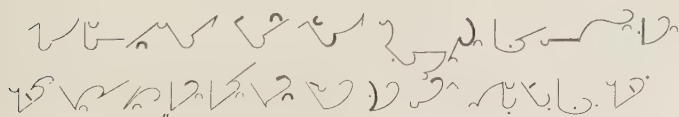
KEY.



KEY WORDS. NO. 2.

Optional, passionate, reactionary, auctioneer, occasionally, affectionately, visionary, pensioner, admonition, ebullition. (Half-length) Apportionment. (V.A.S.O.E.) Commissioner, remission, Parisian, parishioner, cohesion. (A.V.O.) Coalition, evolution. †(30) Allusion. †(42) Impassioned, cautioned, pensioned, apportioned. = 24.

KEY.



FOR INDEPENDENT WORK.

Ablution, additional, admission, apparition, artesian, edition, effusion, elision (Elysian), emotional, erection, evasion, illusion, notional, potion. (Double-lengths) Interaction, intermission, interruption. (v.A.S.O.E.) Collision, collusion, devotional, diminution, direction, diversion, partition, perdition, petition, pollution, reversion, revolution, volition.= 31.

WRITING EXERCISE XXXV.

Introducing the irregular phrases, month-after-month, the-other-one.



1. *He*-went about month-after-month collecting additional data.

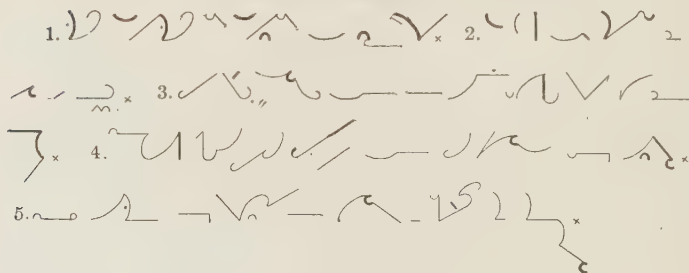
2. *Although* duly cautioned, Nathan did-not heed *the* admonition.

3. *We*-would like the-other-one, but *have* no option *in the*-matter.

4. *If* you look *up* every literary allusion you meet you-will learn rapidly.

5. That kind *of* work can-be-done and *if* you have ambition enough you can-do it.= 61.

READING EXERCISE X.



Summary of Cases in Which Consonants Are Not Halved.

Consonants are *not* halved, as follows:

1. The following consonants are never halved: ¹Z, ¹S, NG, Y, TH-light, Downward-L light, and *curved compounds (171).

2. Consonants are not halved which do not unite with the preceding consonant with a sharp joining.

3. Consonants are not halved when halving would conflict with the continuous-line principle.

4. P, in connection with disjoined vowels, except when used with N-hook, as in *depend*, or *after a circle, as in *gaped* (130).

5. K, when it immediately follows up-strokes in words of one syllable, nor in **connect* (101) and its derivatives.

6. F, except after a joined vowel, as in *Taft*.

7. SH, except after a joined vowel, as in *lashed*, and in *should*.

8. Horizontal strokes, except in connection with N-hook, as in *don't*.

9. N, in syllables containing *ound*, *ount*, *aunt*, nor in the monosyllable **sent* (*cent*, *scent*) (121).

10. M-light, except when followed by a joined vowel, as in *might*, or by N-hook, as in *meant*.

11. Upward-L, except before joined I, as in *lied*, *light*.

12. Upward-R light, except before A or I joined, as in *rate*, *right* (*write*, *rile*), *before KL as in *theoretical* (187), *after the prefix IN, as in *inert* (103), or *after the prefixes CON or IN followed by circle, as in *consort* (147), *insert* (149).

13. Downward-R light, except after a joined vowel, as in *art*.

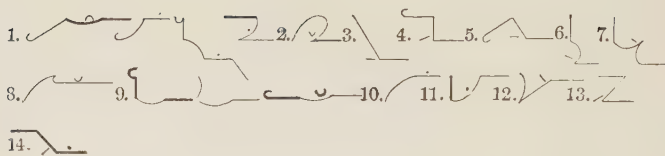
14. Consonants are not usually halved to imply D or T in a different syllable. This rule is sometimes violated, as in *identity*, *fundamental*.

KEY WORDS.

1. Winged, yet, apathetic, dealt.
2. Mild.
3. Cooked.
4. Chopped.
5. Hooked.
6. Puffed.
7. Punished.
8. Matched.
9. Abound, fount, jaunt.
10. Met.
11. Belt.
12. Fort.
13. Tort.
14. Dogged.= 19.

¹Z and S, followed by D or T, always take the circle form.

KEY.



FOR INDEPENDENT WORK.

1. Longed, wronged, welt. (Hook) Banged. (v.A.S.O.E.) Pathetic, parenthetic.

2. Point, reckoned, ironed, are n't, arrant, mouthed, mould (mold), mobbed, mopped, mocked, moored, hammered.

3. Imbibed, peeped, popped, piped, kicked.

4. Cooped, coped, cupped, duped, adept, adopt, topped, shopped, nipped, leaped, looped, loped, lopped, reaped, ripped, roped, abrupt, warped, wept, whipped, whooped (hooped), hopped. (v.A.S.O.E.) Corrupt. (v.U.) Shipped.

5. Leaked, licked, looked, locked, reeked (wreaked), wrecked, rocked, walked, hawked. (v.U.) Barked.

6. Aft, doffed, tuft, loafed, lift, aloft, loft, reefed, roofed, roughed (ruffed). (v.A.S.O.E.) Bereft.

7. Abashed, pushed, gashed, gushed, dished, washed, hushed. (v.U.) Cashed, vanished.

8. Dead, tot, lodged, latched.

9. Downed, aunt, daunt, undaunted, taunt, vaunt, avault, haunt. (v.A.S.O.E.) Renowned. (A.V.O.) Around. (v.U.) Bound, pound, found, round, wound, hound.

10. Mat. (v.A.S.O.E.) Remote.

11. Laid, lately, elate, fault, occult, fold.

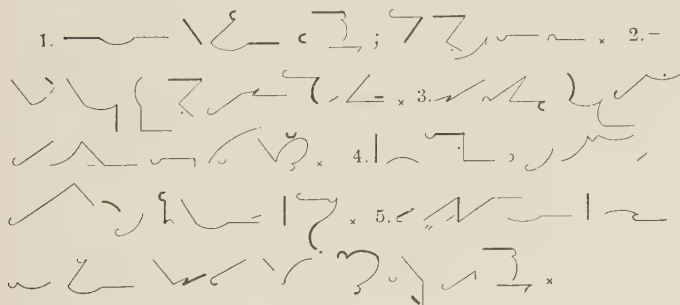
12. Girt, curt, effort, filbert.

13. Gyrate. (V.A.S.O.E.) Retort.

14. Docket, rugged, bucket, pocket, locket, rocket, definite.

= 122.

READING EXERCISE XI.



Review Exercises.

VOWEL ACCENTED SYLLABLE ONLY EXPRESSED.

Balloon, barometer, become, befall, before, began, bereft, beware, bewildering, career, Carthusian, charade, chauffeur, chevalier, chiffon, cohere, cohesion, collate, collateral, collector, collision, collusion, cologne, colonial, commissioner, communion, community, corrupt, defender, defer, definition, determine, devote, devotional, diffusion, diminish, diminution, direction, diversion, divide, divinity, division, domineer, dominion, fatality, fertility, forerunner, galore, garrulity, gigantic, giraffe, guaranteed, guffaw, heredity, hereof, hereto, heretofore, hitherto, humanity, humidity, humility, hymeneal, lampoon, legality, legitimate, lemonade, locality, locomotive, machine, magician, manœuver, Methuen, mignonette, minute (adj.), Monadnock,

monarchical, monopoly, monotony, morality, mortality, mythology, nativity, negotiate, parenthetic, parishioner, Parisian, partition, pathetic, pathology, pecan, perdition, pervade, petition, phenomenal, phenomenon, philology, Philippic, phonetic, pneumatic, polarity, pollution, rebel (v.), rebuff, rebuke, rebuttal, refer, referendum, remember, remission, remote, rendition, renewal, renewed, renewing, renown, renowned, repairer, retort, reversion, reviewed, revision, revoke, revolution, rheumatic, romantic, temerity, toboggan, together, totality, unanimity, unique, utility, vitality, volition, vulgarity, whene'er, wherever, whereof.

Containing Joined Vowels.— Collaborator, denied, humanitarian, maintain, unite, variety, whereat, whereby.

Half-Lengths.— Befogged, beget, bereaved, beyond, cajoled, collect, defend, depend, dependent, depending, derailment, fundamental, gentility, mentality, neglect, perfect (v.), petard, recurred, redundant, referred, refund, repent, repentant, retentive, whatever. = 171.

ACCENTED VOWEL OMITTED.

Ambition, baronet, borrower, borrowing, cannot, coalition, coronet, dominate, enmeshed, erudition, evolution, followed, follower, following, humiliate, manifold, mellowing, monody, monolith, monologue, monotone, narrower, narrowly, parallel, parody, ridicule, rigid, ruminant, shallower, until, vinegar, worthier, wretched. (Half-lengths) Endeavored, handiwork, lineament, unparallelled.

Containing Joined Vowels.— Abound, Algeria, around, authority, candidate, Canobie, canopy, Caroline, carryall, copied, factory, fancy, jury, livid, manicure, mightier, monomania, monotype, narrow, Olympia, Olympian, re-embark, tomorrow,

vapid, victory, vivid. (Half-lengths) Account, accountant, accounting, amount, amounting, chambermaid, embodied, paramount. = 71.

VOWELS UNNECESSARY.

Barked, belief, believe, bound, canyon, cash, cashed, chart, chill, chin, dark, dart, done, found, fount, gin, guilty, heathen, him (hymn), hinder, hound, jargon, June, liberty, little, livery, manager, manner (manor), mantel (mantle), march, mark, marriage, men, morning, mortgage, nearer, one (won), paper, pinioned, pound, put, rich, richer, ridden, round, ship, shipped, teacher, than, them, then, valley, vanished, victim, village, villainy, winter, women, wound, written, youth.

Half-Lengths.—Chant, count, counted, counting, county, demand, demanded, don't, margined, mount, pardoned, parliament, remanded, want, went. = 80.

SPECIAL SHORTENING PRINCIPLES.

H Omitted.

H is usually omitted when it will not join easily in the outline. The vowel following the omitted *H* should, as a rule, be expressed; it is omitted in **nihilist* (151), *annihilate*, and their derivatives, and before a disjoined syllable, as in *fatherhood*.

KEY WORDS.

Behemoth, behave, behalf, behoove, behold, Bohemia, Bohemian, vehicle, annihilate, annihilation, fatherhood. (Half-lengths) Abhorrent, abhorred, behind. = 14.

KEY.



P Omitted.

P is omitted as follows:

1. Between *M* and *T*.
2. Between *M* and *SHN*-hook.
3. *Between *SM* and *TH* (147).
4. *In words ending in *SCRIPTION* (108).

KEY WORDS.

1. Empty, attempt, temptingly, tempter. 2. Gumption.= 5.

KEY.

**K Omitted.**

K is omitted as follows:

1. Between horizontal strokes *in the same syllable*.
2. Between a horizontal stroke and *SHN*-hook.
3. Between *NG* and *T*.
4. Between *NG* and *SHN*-hook.
5. *Between *NG* and *SH* (147).
6. *After *SP* (147).
7. *After *BR* (198).
8. *After half-length *PR* (198).
9. *Between a horizontal stroke and *YL* (198).

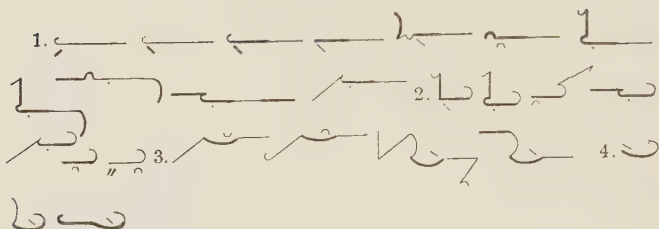
When an omitted *K* is preceded by a vowel that vowel is usually expressed and is written with the consonant which precedes it, *near the beginning*.

NOTE.—Such words as *ticked*, *attacked*, *jacked*, being derivatives of words written with a joined vowel, are not intended to be written according to the *K*-omitted principle.

KEY WORDS.

1. Chalked, choked, joked, duct (ducked), viaduct, edict, abject, objective, detective. (V.A.S.O.E.) Dejected, reject.
2. Abduction, objection, dictionary. (V.A.S.O.E.) Dejection, rejection. (Contrasts) Diction, Titian.
3. Ranked, winked, perfunctory. (V.A.S.O.E.) Defunct.
4. Unction, function, junction. = 26.

KEY.



WRITING EXERCISE XXXVI.

1. Our objective point *is the* viaduct.
2. *You* should not get behind *in your* work.
3. *We* found *the* table *very* temptingly arrayed.
4. What objection had *the* Bohemian *to-the* vehicle?
5. *It-is-better to-do more* than *you* attempt than *to* attempt *more* than *you* can-do. = 46.

Prefixes No. 2.

COM or CON Joined to Simple Consonants.

COM or *CON* is a short, light stroke, one-third the length of a consonant, written upward or downward in accordance with the key following.

It is used before *M* only when *M* is halved. It is not used before *G*, *N*, or *R*.

NOTE.—For combinations with circles and with compounds, see pages 147, 199.

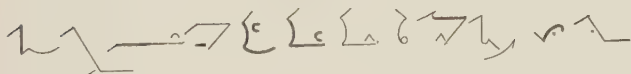
Table of Joinings.

Com-B, *com-P*, *con-K*, *con-D*, *con-T*, *con-V*, *con-F*, *con-SH*, *com-M-halved*, *con-J*.

KEY WORDS. NO. 1.

Combine, concoct, conduit, contour, conveying, conveyed, confute, ¹conscious, conjure. (Half-lengths) Compactly, commend. †(93) Connect.= 12.

KEY.



KEY WORDS. NO. 2.

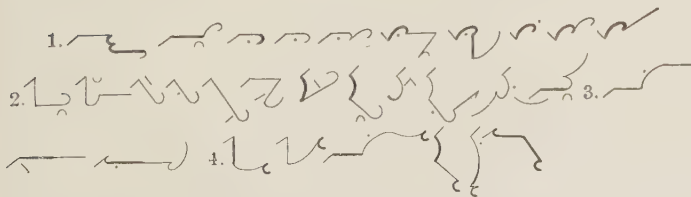
N-Hook.—Contagion. (Half-lengths) Condiment, contend, content, contentment, commendatory, commendable. (v.u.) Commanded, commandment, commander.

ZHN or SHN.—Competition, compassionate, concussion, connection, concoction, contortion, conversion, conviction, confusion, confectionery, confessional, unconditional.

P and K Omitted.—Contempt, conduct, conjecture.

ATION.—Combination, compilation, condemnation, convocation, confederation, conjugation.= 31.

KEY.



¹Strictly speaking, *conscious* belongs in Section Three, but is introduced here in order to complete the table.

WRITING EXERCISE XXXVII.

Introducing *accomplish, conveniently.*



1. "*He* that cannot obey cannot command."
2. A conjecture should not *be* taken *for* a fact.
3. I—cannot *conveniently* meet *you* until tomorrow afternoon.
4. *You are to—be* commended *for your* unique compilation.
5. It—should—*be your* object *to accomplish* one definite *thing* each day. = 44.

IN Joined to Simple Consonants and to Vowels.

IN (the abbreviation) is used as a prefix whenever it will join easily; when it will not, it takes the form of *IF*. When neither form of the prefix will join easily it is written in full.

In the compound prefix *UNIN*, Short-*I* is omitted.

NOTE.—For combinations with circles and with compounds, see pages 149, 200.

KEY WORDS. NO. 1.

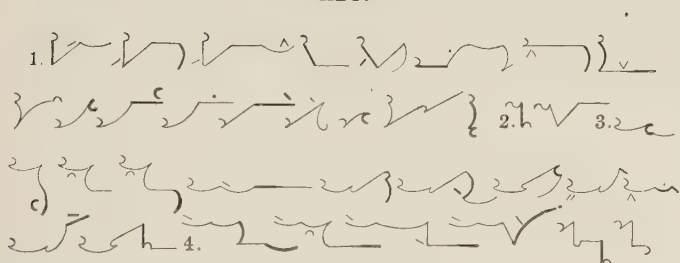
Inborn, inoperative, inopportune, ingot, inaugural, indemnify, intuitive, invited, infamy, inlay, inlaid, inlet, inroad, inertia. (Half-length) Inmate. (A.V.O.) Inferior. †(13) Inveigh.

IF Form.—Inability, inaccurate.

IN, Full Form.—Inane, inshave, initiate, initiative, inundate, inweave, inwoven, inhale, Inyo. (Half-length) Innuendo, inured. (A.V.O.) Inhabit.

Compound Prefixes.—(*UNIN*) Uninviting, uninitiated, uninterrupted, unincumbered. (*INCOM*) Incompatibility, incompetent. = 37.

KEY.



KEY WORDS. NO. 2.

Half-Lengths.—Incorrect, incoherent, indenture, indolent, intolerant, involved, inferred, ineffective. (*N-hook*) Inordinate, incumbent, indent, intend, intent, inattentive. †(93) Inert, inherit. (*Contrasts*) Infant, infinite.

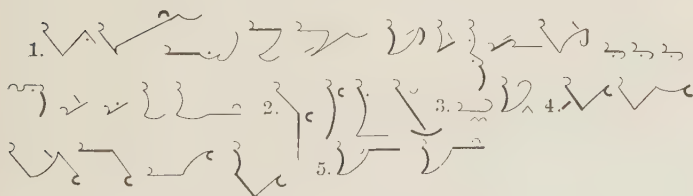
Double-Lengths.—Incubator, invader, inveterate, ingathering.

SHN.—Intuition, involution.

ATION.—Inauguration, incarnation, inculcation, indication, intimation, invigoration.

Contrasts.—Invalid (adj.), invalid (n.). = 32.

KEY.



WRITING EXERCISE XXXVIII.

Introducing *behavior, large, naturally*, and the irregular phrase, *any-one*.



1. *We*-had an uninterrupted interview.
2. *The*-work involved a *large* outlay of money.
3. *Any-one* is *naturally* intolerant of such *behavior*.
4. *They*-were handicapped by *their* inability to move rapidly.
5. *The*-general thought it an inopportune time to invade *the* town.= 41.

Endings. No. 2.

Uation, Ention, Ography, Ology, Ologic.

KEY WORDS.

UATION (*Y* and *SHN*-Hook).—Evacuation, punctuation, infatuation.

ENTION (*Double N*-Hook).—Attention, inattention. (v.v.) Gentian, mentioning, mentioned, tensioned, intentional, detention, retention.

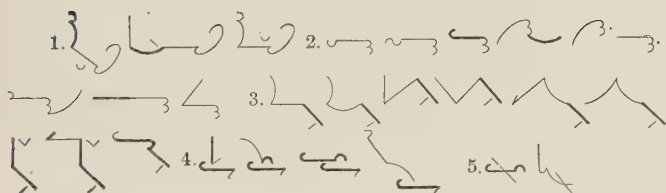
OGRAPHY (*Disjoined Short-O*, and *G*).—Photography, phonography, pyrography, chirography, orthography, lithography, biography, autobiography, geography.

¹*OLOGY* (*J* and *Short-I Tick, Disjoined*).—Biology, theology, geology, ichthyology.

OLOGIC (*K intersected*).—Geologic, pathologic.= 27.

¹*OLOGY* is not written as an ending when it cannot be separated from the rest of the word without dividing a syllable, as in *my-thology*.

KEY.



New Words under Review Principles.

Consonants Shaded.—Camping, dampen, hempen, jumper, religion, unreliable. (Half-lengths) Relent, reluctantly.

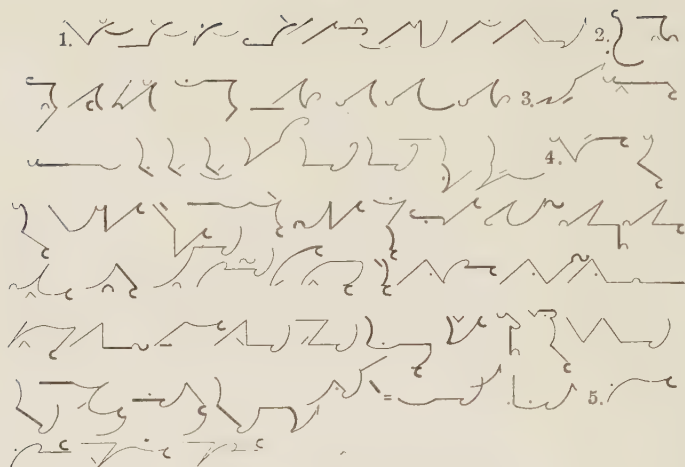
Substitutions.—Avenging, dingy, ginger, range, rearrange. (Half-length) Endangered, derangement. †(30) Arrange, arranging, arrangement.

Prefixes.—Outlawry. (Half-lengths) Adjudicate, adjutant, forget, forgot, forgotten. (v.u.) Firemen, fortune, fortunate. †(49) Forever, forlorn.

Endings.—Accommodation, allegation, avocation, collaboration, co-operation, denunciation, elaboration, enervation, generation, humiliation, irritability, irritation, illumination, legation, literature, miniature, moderation, mutilation, ovation, recommendation, recreation, rectitude, remuneration, repudiation, ruination, rupture, torture, ventilation, violation. (Half-lengths) Accountability, identification. (v.u.) Caricature, figure. (Endings used intermediately) Denominational, educational, figuratively, lecturer, good-naturedly. †(12) Penury.

Contrasts.—Emanation, emanate; termination, terminate.
= 72.

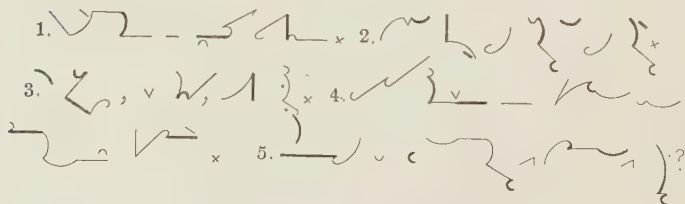
KEY.



WRITING EXERCISE XXXIX.

1. At-the junction we will change to the-other line.
2. A knowledge of general literature will count in your-favor.
3. The veteran firemen convene in-the adjoining town today.
4. The new manager made a change in-the arrangement of-the office.
5. It-will pay, you-will-find, to give attention to every detail of-your work.= 57.

READING EXERCISE XII.



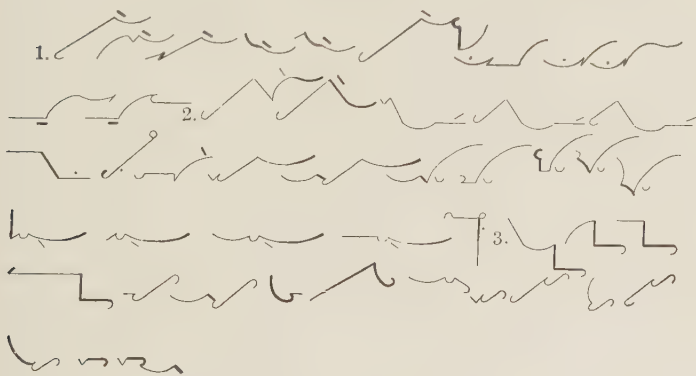
Phrases Regularly Formed.

Initial and Final Disjoined Vowels.— Her own, my own, our own, their own, of their own, we are unable, any time, any more, any man, too many, too much.

Intermediate Disjoined Vowels.— We are coming, we are going, I cannot, we cannot, he cannot, to get, where is, at home. (Double-lengths) I wonder, no wonder, no matter, in the matter, about the matter, in that matter, for that matter, by another, of another, on another, to another, it is better.

N-Hooks.— Can be done, may be done, to be done, ought to be done, the one, no one, than the, rather than. (Half-lengths) On account (of), I went, we went, she went, he went, they went, I don't, I don't know.

KEY.



FOR INDEPENDENT WORK.

I beg, we beg, to tell, to talk, shall be done, for the matter. (Half-lengths) The want, for the want, I want, we want, they want, she wanted, he wanted.

Special Phrases.

Your own, to your own, of your own, your letter, to you
letter, of your letter.

KEY.**SUMMARY OF ABBREVIATIONS INTRODUCED IN SECTION TWO**

Accompany, accomplish, acknowledgment, advantage, after-
ward, anything, apothecary, begin or begun, beginner, begin-
ning, behavior, captain, church, conveniently, department,
document, England or English, everything, February, further-
more, genuine, Governor, homeopathic, however, January,
knowledge, language, large, legislature, length, memorandum,
naturally, New England, November, October, penmanship,
public or publish, published, publishing, railroad, reformer,
reply, technical or Technology, ultimately, ultimatum, unusual,
wherewithal. = 53.

Summary.

Number of words keyed	1,305
Number of words for independent work	649
Number of abbreviations introduced in exercises	53
<hr/>	
Total	2,007

SECTION THREE.

Union Characters,
Circle, Double Circle, Alphabetic Z and S.

*The key of our life that passes all wards, opens all locks,
Is not I will, but I must, I must, I must — and I do it.*

— A. H. CLOUGH.

UNION CHARACTERS.

CIRCLE, DOUBLE CIRCLE, ALPHABETIC Z AND S.

Alphabet of Union Sounds.

Union sounds are represented by union characters, of which there are two series: (1) Initial Circle Series; (2) W-Series.

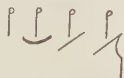
Series 1. — Initial Circle Series.

	<i>SP</i>	as in <i>speed</i> .		<i>SN</i>	as in <i>snake</i> .
	<i>SK</i>	as in <i>scheme</i> .		<i>SM</i>	as in <i>smite</i> .
	<i>ST</i>	as in <i>stay</i> .		<i>SL</i>	as in <i>slow</i> .
	<i>SF</i>	as in <i>sphere</i> .		¹ <i>SW</i>	as in <i>sway</i> .

Abbreviations Derived from Initial Circle Series.

Speak, speaking, speaker, speakership. = 4.

KEY.



KEY WORDS.

(From this point, the headings V.A.S.O.E. and A.V.O. are used in the Independent Work only.)

Vowels Joined.— Spout, scab, scour, skewer, stale, sty, sphere, spheroid, snow, smash, Slav, slacken, slash, suave, swagger. (Half-lengths) Staked, stacked, scanned, scantling, speed,

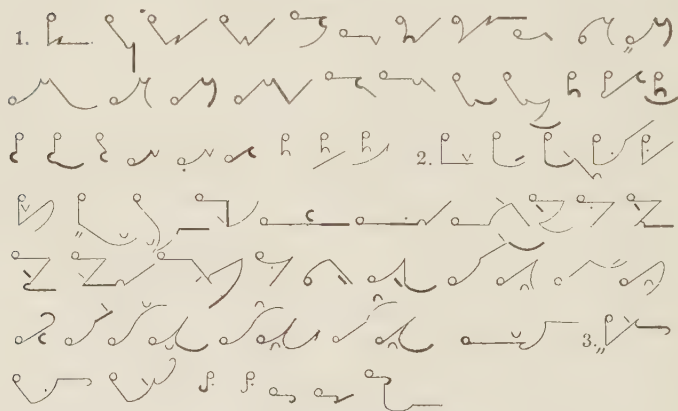
¹In initial *SW* the hook of *W* is included in the circle. (In *SW*-intermediate the hook is shown. See *forswear*, *forsworn*, page 131.)

speedway, speeding, spade, spading, skate, slide, slight (sleight), swayed (suede). (Vowel omitted between halved consonant and implied *D*) Speedy, speedier, speedily.

Containing Disjoined Vowels.—Spite, spawn, spunky, speller, spare, spiral, Spokane, scaffold, stubble, stated, steadier, stomach, stolen, stare (stair), storied, storage, sturdier, stockholder, snare, smoke, sloping, slurring, swish, swan, swill, suasion. (Half-length) Slurred. (Contrasts between *M*-upward and *M*-downward) Slam, †(31) slamming; slim, †(31) slimly; swim, swimming. †(83) Statute.

N-Hook.—Spurgeon, skeleton, scullion. (Half-length) Spend, spent. (v.u.) Stand, standard, standpoint.=76.

KEY.



FOR INDEPENDENT WORK.

Vowels Joined. . *

Scout, slag, slay (sleigh, sley), Spain, spake, stain, stake (steak), staying, style (stile), swain, swine.

Hooks.—Skin, skip, Smith, span, Spanish, spavin, steal (steel), steep, Stephen, stickler, stiff, stigma, Swede, sweep, sweet (suite).

TH-Reversed.—Scathe, scathing, snath, swathing.

Containing Disjoined Vowels.

Joinings Without Angles.—Scoffing, scuffle, slimy, smaller, smile, smoothly, smote, smutty.

Continuous Line.—Stayed (staid), steed, stood, stout, study, swearing, swerve, swirl, sworn. (Hook) Studio. (Half-length) Student.

Double-Lengths.—Skater, slaughter, slender, slighter, smelter, smoother, spider, sweater, sweeter, sweltering. (Hook) Smattering, smothering. (E.D.) Scattering, sputterer.

Vowels Unnecessary.

Scandal, scarf, skimmer, slave, slipper, smart, snarled, spark, speech, spin, spindle, spinner, spinning, stammer or steamer, star, startling, starveling, still, stiller, stilt, storm, swift, switch. (Double-lengths) Smarter, starter, swifter. = 97.

WRITING EXERCISE XL.


Introducing *capital* (*Capitol*), *Union*. (See Abbreviations, pages 212, 226.)

1. *The* speedway *is* *very* smooth today.
2. Nettie had only a smattering *of-the* language.
3. Stella *is* a poor speller *in* spite *of* much study.
4. *We* saw Stephen *speaking with-the* switchman.
5. Did-*you* like that *speaker* better than the-*other-one*?
6. Can-*you* name *the capital* of each State *in-the* Union?


7. *They scanned the sky, for they thought a storm imminent.*
 8. *If you-do-not slacken your speed you may wreck your car.*
 9. *You-will make better headway if you avoid the slippery path.*
 10. *They thought she ought-to-have gained more skill at school.* = 96.


Series 2. — W-Series.

The sounds of the W-Series should be spoken with one impulse of the voice, and the characters representing them written as if single characters; that is, without pausing at the joinings.

 *GW* as in *guava*.

 *KW* as in *quail*.







 *DW* as in *Dwight*.

 *TW* as in *twine*.

 *THW* as in *thwack*.

 *SKW* as in *squaw*.

The following combinations occur in words of foreign origin only:

 <i>BW</i> as in <i>Bucnaventura</i> .	 <i>FW</i> as in <i>Terra del Fuego</i> .
 <i>PW</i> as in <i>Pueblo</i> .	 <i>SHW</i> as in <i>Schwab</i> .
 <i>VW</i> as in <i>reservoir</i> .	 <i>MW</i> as in <i>mademoiselle</i> .

KEY WORDS.

Vowels Joined.—Anguish, equal, quail, quaver, quack, quoit, Dwight, twine, thwack, athwart, squeal, squalor, squaw. (*UN* intersected) Unequal. (Half-length) Banquet.

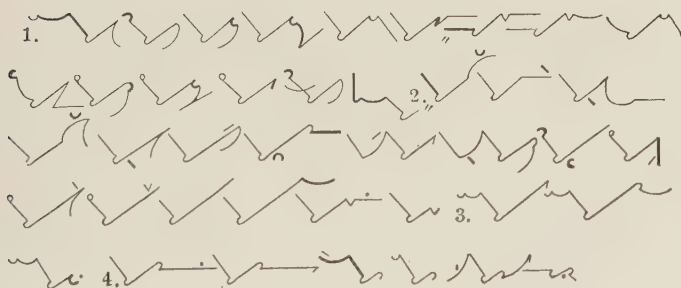
Containing Disjoined Vowels.—Guam, quote, quotient, qualmish, quorum, quarrel, queried, colloquy, colloquial, equa-

tor, squab, squirm, squire. (v.u.) ¹Quarter, quartering. (Contrasts) Quiet, quite.

Half-Lengths Implying T in a Different Syllable.—Antiquary, antiquarian, antiquated.

N-Hook.—Quintette. (v.u.) Quantity. (Half-lengths) Unguent, acquaint, eloquently. †(12) Twenty.= 41.

KEY.



FOR INDEPENDENT WORK.

Accented Vowels Omitted.

Equality, equipped, guano, guava, qualify, Quincy (quinsy), squarely. (Hook) Requiem. (Half-lengths) Acquit, acquittal.

Vowels Unnecessary.

Between, dwarf, languish, languor, quality, quash, queen, quench, quick, quill, quilt, quiver, quoth, squash, squirrel, thwart, twin. (Half-lengths) Languid, quadrant, quit, squad, squadron, squat, twit. (Double-lengths) Squander, twitter. (Contrasts) Require, required.= 39.

[†]In *quarter* and its derivatives three lengths are represented in the upward stroke,—*W* plus double-length *R*.

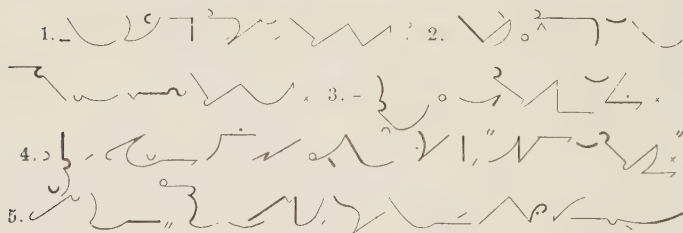
WRITING EXERCISE XLI.

Introducing *equilibrium, equivalent, usually*. (See pages 215, 226.)

1. *We usually order a large quantity at-a time.*
2. *At twenty, one is apt to-be ruled by the will.*
3. *I-wish a stone slab a quarter of-a yard square.*
4. *Our standard should be, "Quality, not quantity."*
5. *He quoted the opinion of-the leader of-the squadron.*
6. *Do-you think it quite easy to keep your equilibrium?*
7. *Dwight thought the-child could not remain quiet long.*
8. *Will-you acquaint me with-the motive for-the quarrel?*
9. *What-is-a fair equivalent for work of that character?*
10. *We admired the man who spoke so eloquently in Spanish.*

= 97.

READING EXERCISE XIII.



Final Circles Immediately Following Consonants, Vowels, or Tick.

When final circles immediately follow consonants — that is, unite with them without an intervening vowel — they are sounded as follows:

Circles following heavy consonants or the light consonant *M* always have the heavy sound, *Z*.

Circles following light consonants, except *M*, *N*, *L*, *R*, always have the light sound, *S*.

Circles following *N*, *L*, *R*, may have either sound.

Final circles joined to vowels or Short-*I* tick always have the *Z*-sound.

KEY WORDS.

Final Circles Following Consonants.

Vowels Joined.—Stabs, collapse, stags, axe, adds (adz), slats, staves, laughs, swathes, myths, hangs, slums.

Containing Disjoined Vowels.—Stubs, slips, dogs, stocks, box, ethics, homiletics, mnemonics, spites, spots, stoves, stuffs, mouths, wreathes, wreaths, longs, swarms, 'obnoxious, 'luscious, stones, thence, commence, balance, spoils, scores.

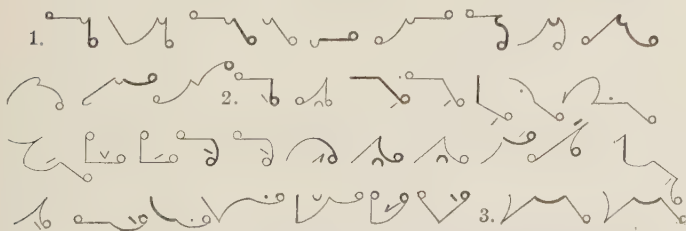
Vowels Unnecessary.—Larynx, pharynx, sphinx, bequeathes, stings, mars.

Contrasts.—(In sound) Means, mince; hens, hence; ells, else; falls, false; peers (piers), pierce; fears, fierce; scares, scarce. (In syllabication) Coerce, curse.

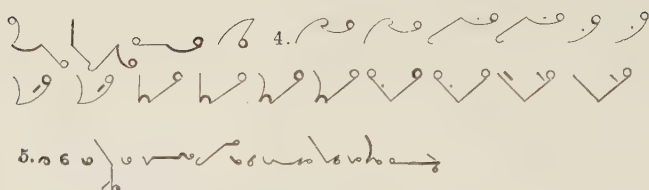
Final Circles Following Vowels or Short-*I* Tick.

E's, a's, ah's, copies, as, ideas, woos, owes (oh's), awes, annoys, cows, eyes (ayes), views, studies.= 77.

KEY.



¹In the syllable *tious* (*cious*, *scious*, etc.) the vowel sound is practically silent.



N-Hook and Final Circle.

After *full-length* consonants a final circle having the Z-sound is written inside the N-hook, as in *pigeons*; but after *half-length* consonants a final circle may be written inside the N-hook whether it has the sound of Z or S, as in *tends, tents*.

After full-length *straight* consonants a final circle having the S-sound is written on the N-hook side of the stem (i e., the under side) and includes the hook, as in *dense, tense*.

After full-length *curves* N cannot be written as a hook when followed by the S-sound.

KEY WORDS.

Z-Sound.—Legions. (v.u.) Pigeons, kitchens.

Eilther Sound.—Bends or bents, tends, tents, amends, payments, acquaints. (v.u.) Squints. †(31) Requirements.

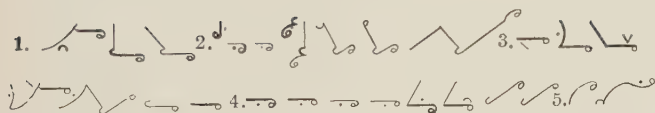
S-Sound.—Dunce, evidence, guidance, effulgence, eloquence. (v.u.) Chance, dance.

CONTRASTS.

Between Circle in N-Hook and Circle on N-Hook Side.—Dens, dense; tens, tense; redden, riddance. (v.u.) Ones, once.

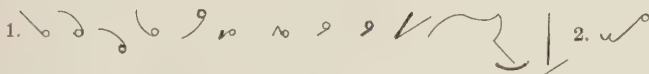
Between N-Hook with Z-Circle and N with S-Circle.—Men's, immense.= 29.

KEY.



WRITING EXERCISE XLII.

Introducing *companies, thinks, things, thanks, wills, employs, issues, his or has, always, larger, manufacturing, publisher, and* the irregular phrase, at-once.



- * 1. Addie's home is a-long-way off.
2. "Give me men to match my mountains."
3. The-General wills everything to his relatives.
4. The means the company employs are obnoxious to him.
5. The man who thinks is always the-one who-is wanted.
6. Everything depends upon your attending to-the matter at-once.

7. It is evident that James is failing to live up to-the requirements.

8. There-are many things for which one should not fail to give thanks.

9. The publisher issues weekly as many copies of-the paper as are required.

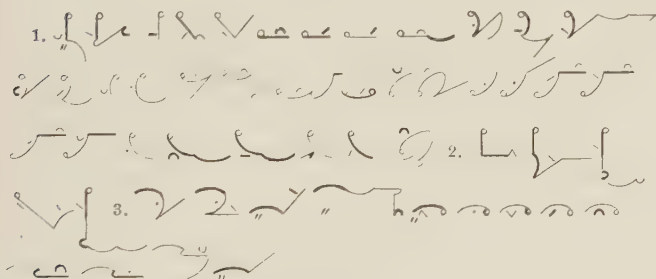
10. The dividends of-the manufacturing companies are larger now than ever before.= 102.

souvenir, sovereignty, safer, soften, sash, session (cession), sinner, cynic, sinew, songs, psalm, similar, sell (cell), seller (cellar), solid, sullied, sallied, salad. †(26) Saith (Seth), seething, soothing, south, scythe. †(56) Unseemly.

Circle Syllable Unaccented.—Subdue, subvert, subpœna, succumb, subterranean.

Alphabetic Z or S.—Zephyr, zealot, Zoar, Xantippe, Zeus, says, size, sauce, cease, siege, sedge, satchel. (v.u.) Czar.= 58.

KEY.



KEY WORDS. NO. 2.

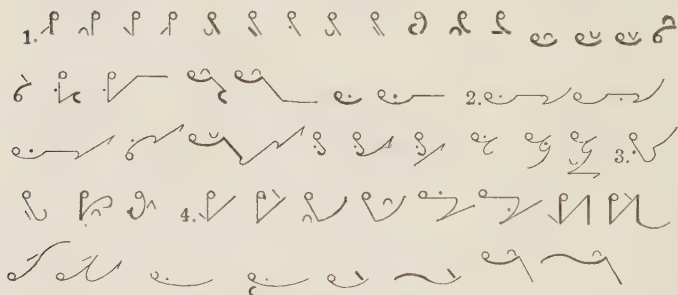
Half-Lengths.—Sobbed, sipped, supped, sopped, sagged, soaked, sect, sacked, sucked, saved, seethed, soothed, sinned, sand, signed, seemed (seamed), summed. (Contrasts) Separate (v.), separate (adj.); syndicate (v.), syndicate (n.); send, †(93) sent (cent, scent).

N-Hook.—Sentinel, centennial, centenary, seminary, sanguinary. (Half-lengths) Second, secondly, secondary, sentiment, sentimental, sentimentality.

ZHN or SHN Hook.—Sectional, suction, submission, suffusion.

Contrasts.—(a) Supper, spur; sickle, skill; settler, stellar.
(b) Suburb, suburban. (c) Solemn, solemnly. (d) Center, senator.
(e) Sown, zone; sink, zinc.= 57.

KEY.



FOR INDEPENDENT WORK.

City, safely, said, sail (sale), sake, seal (ceil), seating, seem (seam), seldom, selfish, selvedge, sift, sight (site, cite), silk, silly, since, soul (sole), sufferer, suffrage, sullen, sum (some), summer, summary (summery), sylph. (v.u.) Same.

Double-Lengths.—Cinder, cylinder, psalter, saunter, scepter, sector, sender, separator, sifter, softer, subterfuge, Sumter.
= 45.

SR.

KEY WORDS.

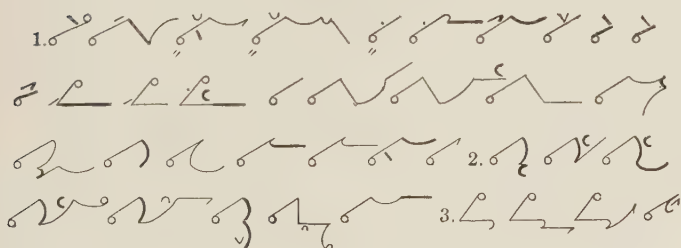
Circle Syllable Accented.—Source, sorghum, Sarony, Saranac, Sayre, serried, souring, sire. (Half-lengths) Sword

(soared), surd, soured. (SR-downward) Sordid, sort, serrated. (Vowel omitted between circle and R) Sir, circular, circulate, circuit, surname, sirloin, serve, sermon, serge (surge), search, sorrowing, sorry.

Circle Syllable Unaccented.—Survey, surveyor, surveying, surveillance, servility, survive, surreptitious. (v.u.). Surround.

N-Hook.—(v.u.) Certain, certainty, certainly. †(31) Surmount.= 40.

KEY.



WRITING EXERCISE XLIII.

Introducing is *n't*, *secretary*, *September*, *sufficient*. (See pages 219, 224.)

1. *How soon do-you think the soup will-be ready to serve?*
2. *Seth said he thought he could settle his account soon.*
3. *The schools usually open near the beginning of September.*
4. *Is n't it a pity that so little of Sidney's salary could be saved?*
5. *The secretary thinks the salary will-be sufficient for her needs.*=55.

Final Z or S Preceded by a Vowel and Consonant in the Same Syllable.

When *Z* or *S* final is preceded by a vowel and consonant in the *same syllable*, sometimes Alphabetic *Z* or *S* is used and sometimes the circle, but always in accordance with the following rules.

Alphabetic Z or S.

Alphabetic *Z* or *S* is always used:

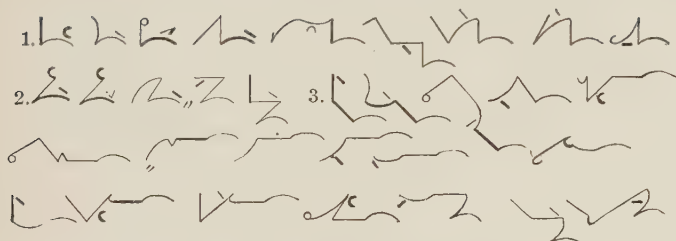
1. After all strokes in a vertical direction, except *SH*.
2. After *R*-downward and **FL* (173).
3. In the following cases it is used in *unaccented* syllables only:
 - a. After strokes in the direction of *K*.
 - b. After strokes in a horizontal direction.
 - c. After *L*-downward.

*In most derivatives of words ending in Alphabetic *Z* or *S*, the *Z* or *S* is either changed to the circle (132) or is included in the double circle (142). It is not changed to a circle when it immediately follows an initial joined vowel, except in *eased*, *iced*, *oozed*, *oozing*, *oozes*.

KEY WORDS.

1. Base (bass), fuss, spouse, repose, omnibus, octopus, compass, rumpus, upas.
2. Arose, arise, morose, Taurus, buttress.
3. (a) Bogus, fungus, sarcophagus, locus. (b) Apparatus, circuitous, Midas, lettuce, lotus, notice, heinous, bonus, courageous, purchase. †(33) Saleratus. (c) Nautilus, cutlass, querulous.= 33.

KEY.



FOR INDEPENDENT WORK.

Abase, arouse, atlas, Bess, boss, campus, cornice, focus, furnace, impose, mattress, mortise, mucous, pass, poise, poultice, righteous, space, tortoise. (V.A.S.O.E.) Suffice. (V.U.) Carcass, service, surface.= 23.

The Circle.

The circle is always used:

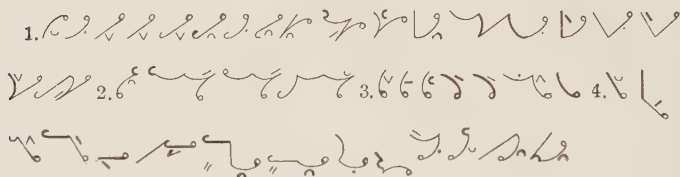
1. After upward strokes.
2. After *M*-downward.
3. After *SH* and *TH*.
4. In the following cases it is used only in *monosyllables*, *accented syllables*, and *prominent syllables unaccented*:
 - a. After strokes in the direction of *K*.
 - b. After strokes in a horizontal direction.
 - c. After *L*-downward.

NOTE.—For examples of prominent syllables unaccented, see key under the heading following “Vowel of Final Unaccented Syllables Expressed,” page 126.

KEY WORDS.

1. Mass, less, rise, rice, wise, whizz, yes, hiss, remiss, enormous, famous, police, nevertheless, bolus, caress, chorus, virus, walrus.

2. Amiss, anonymous, synonymous, unanimous.
3. Shies, shoes, chaise, those, thus, enthuse. †(26) These.
4. (a) Gas, because, accuse, jocose. (b) Dose, rejoice, Japanese, Chinese, finesse. †(13) Oasis. (c) Unless, alas. (Contrasts) Release, re-lease. = 43.

KEY.**FOR INDEPENDENT WORK.**

Amass, case, chase, choose, chose, gaze, goose, guess, guise, kiss, lass, mess, news, nice (gneiss), noose, toss, wheeze. (V.A.S.O.E.) Carouse, demise. (V.U.) Does, squeeze, this, 't was, twice, use, was. = 27.

Vowel of Final Unaccented Syllable Expressed.

In words of the four classes enumerated above, it is necessary to express the vowel of a final unaccented syllable under the following conditions:

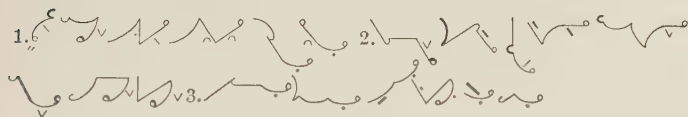
1. Where its omission would change the word.
2. Where its omission would render the word illegible.
3. In the syllables *NESS* and *LESS*.

KEY WORDS.

1. Amos, analyze, leprous, licorice, thickness, sickness.
2. Catechize, varicose, pathos, comatose, anathematize, agonize, utilize, paralyze.

3. Richness, fineness, lawless, careless. (Half-lengths)
Goodness, witness.= 20.

KEY.



Terminal Words.

Terminal Words are those which cannot be built upon. In those ending with the Z-sound preceded by a vowel the vowel is usually joined and the circle attached to the vowel; in those ending with the S-sound the vowel is always disjoined.

Certain terminal words are preferably written with the *double circle (142); e. g., *fancies*.

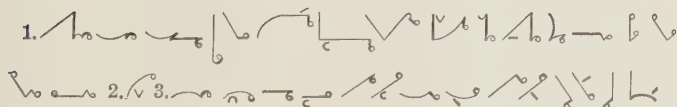
KEY WORDS.

Ending with Z-Sound.— Rabies, knees, nowadays, papas, coos, mottoes, potatoes, curios, by-laws, abbeys (Abbie's), rubies, vows, dies (dyes), spies, skies, skews, stews.

Ending with S-Sound.— Mice.

Contrasts Between Terminal and Non-Terminal Words.— Sees (seas), seize; days, daze; rays, raise (raze); knows (noes), nose; rows, rose; caws, cause; paws, pause.= 37.

KEY.

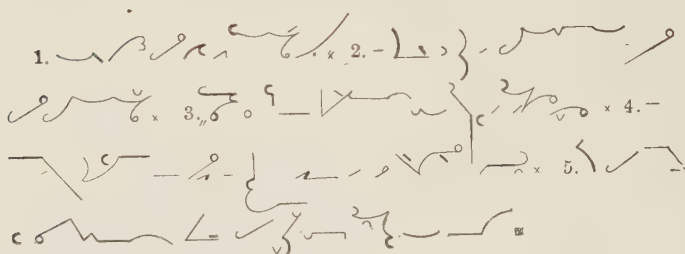


WRITING EXERCISE XLIV.

Introducing *nothing*. (See page 220.)

1. Raise *the* window and let *in the* rays of sunshine.
2. I notice that *you always think* twice before *you speak*.
3. *You-will do* better if you focus your mind on one *thing at-a* time.
4. *We-have* not *sufficient* apparatus *to-do the-work* as it ought-*to-be-done*.
5. "Oblivion yawns *for-the-man who thinks nothing*, says *nothing*, does *nothing*." = 62.

READING EXERCISE XV.



Circle Intermediate.

Circles intermediate are written as follows:

1. Between vertical strokes, on the right side.
2. Between horizontal strokes, on the upper side.
3. Between inclined strokes, upward or downward, on the right side.
4. Between straight lines which make an angle, on the outside of the angle.
5. Between a curve and a straight line, on the inside of the curve.

6. Between 'two curves, inside both if possible; otherwise, as a rule, inside the first.

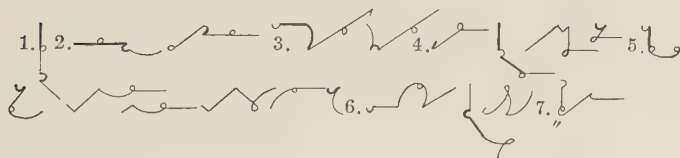
7. Between any letter and a hook, inside the hook. The hook must be clearly shown.

Vowels Joined.

KEY WORDS.

1. Bespeak. 2. Disdain, sweetest. 3. Adversary, fiercer. 4. Aurist, biggest, ripest. (Half-length) Artist. 5. Absence, arson, earnest (Ernest), honest, irksome, mustache. 6. Atmosphere, paganism. (v.u.) Useful. 7. Ipswich.= 20.

KEY.



FOR INDEPENDENT WORK.

Absinthe, anarchism, answer, arsenal, arsenic, finest, fittest, upstart. (Hook) Kinsman. (v.A.S.O.E.) Dislike, dismay, mislay, mistake.= 13.

Vowels Disjoined.

A disjoined vowel between a consonant stroke and an intermediate circle is always placed with the consonant.

KEY WORDS. NO. 1.

Contrasts.—Best, beset; guest, gazette; rest, rosette.= 6.

KEY.

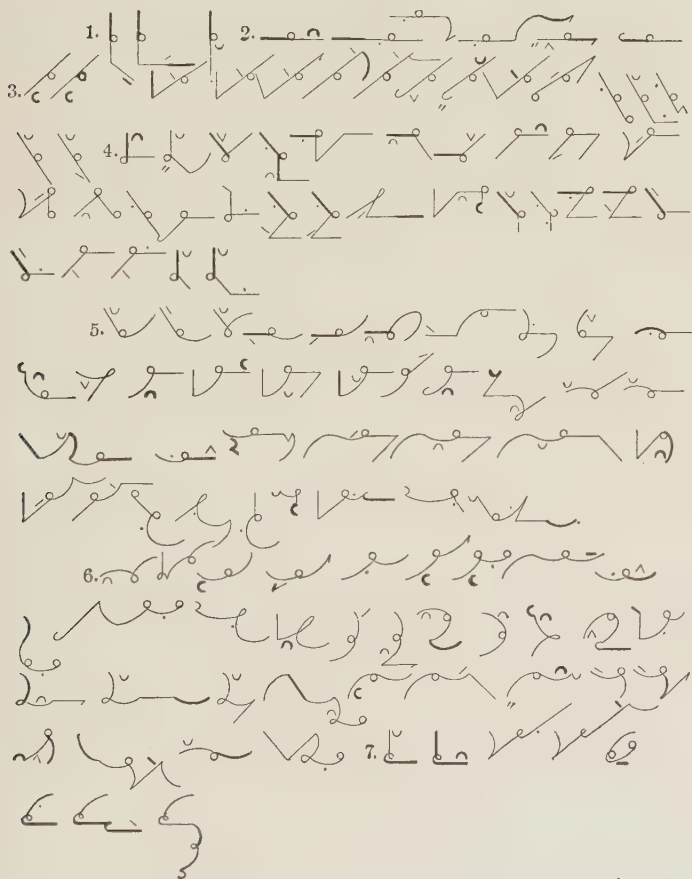


KEY WORDS. NO. 2.

1. Bespoke, bespotted, bespattered.
2. Deceit, detest, testify, testimony, Tuesday. (v.u.) Just.
3. Racer, razor, bursar, purser, cursory, reserve, research, wiser, Hussar, coarser (courser), sorcerer, excuse, casket. (Half-length) Execute. (Contrasts) Cask, cassock.
4. Beast, Paschal, geyser, exhibit, desperate, disc, desire, receipt, roster, forest, forceps, risks, exquisite, upset, exert, exhort, resorted. (Half-lengths) Participate. †(93) Gaped, except. (Contrasts) Desert, desert (dessert); gust, gusset; rust, russet; basked, basket.
5. Castle, cousin, chasm, dozen, docile, dismal, utmost, festal, shyster, zest, atheist, nicer, least (leased), pulsate, pilaster, ballast, lessor, yeast, artificer, assessor, assessed, galvanized, ensued, neostyle, monster, minister, monastic, perceive, porcelain, result, succession, recession, possession. (Half-lengths) Anticipate, percentage, intersect. †(33) Accelerating.
6. Schism, pessimism, nasal, noisily, lesson (lessen), lazily, laziness, monsoon, ensuing, viciousness, worthlessness, intercession, policeman, fossil, facility, sizzling, thistle, atheism, mucilage. (Half-length) Opalescent. (Circle inside first curve) Vicinity, fascinating, fastener, magnificence, mason, masonic, Messina, unsafe, unsavory, elusive, thenceforth, assessing, carelessness.

7. Passage, besiege. (SW intermediate) Forswear, forsworn.
 †(31) Misuse, message, misjudge, mischievously.= 135.

KEY.



FOR INDEPENDENT WORK. NO. 1.

Containing Disjoined Vowels.

Colonist, desk, erased, eraser, feast, foist, filibuster, fossilized, ghost, guesser, hast, hawser, husks, jester, Kaiser, last, listener, mast (massed), Methodist, missed (mist), missile (missal), moist, muscle (mussel), musical, nestled, pester, puzzled, rouser, rustle (Russell), tester, textile, thirst, Thursday, tussle, whist, whistled.

Vowel Accented Syllable Only Expressed.—Bequest, colossal, façade, gazelle, testimonial. (Half-lengths) Cascade, descend, dissect, dissent (descent), rescind. (Double-lengths) December, dismember, dissenter.

Vowels Unnecessary.

Deceiver,* handsome (hansom), handsomest, master, must, parcel, parsed, parsonage, receiver, request, richest, used. (Half-lengths) Deceived, received, whispered.= 71.

FOR INDEPENDENT WORK. NO. 2.

† (124) Derivatives of Words Ending in Alphabetic Z or S.

Based, baser, basing, passed, passing, passes, posed, poser, posing, imposed, vases, voiced, voicing, voices, voiceless, spaced, spacing, spacer. (V.A.S.O.E.) Disposing, reposes, defaces, defacing. (A.V.O.) Exposing.

Noticed, mortised, purchasing, purchaser, poulticed, righteously, focused.

Arousing, aroused, arising, moroseness, morosely, terraces, mattresses, buttresses.

Z or S Not Changed to Circle.—Easing, icing, iciness. (Prefix disjoined) Uneasy, uneasiness, uneasily.= 44.

KEY WORDS. NO. 3.

Circle Between Vowels.—Assay, assayer, assaying, Asa, piazza.

Between Initial Vowel and Consonant.—Asbestos, aspen, associate, acid, acidity, acetylene, assets, assuage, assume, asthma, asthmatic, asserted, eastern, Israel, oozed, osage, austere, Austin, ossify, Ossining, oscillate, Oswego, oyster, oust, iced. †(4) Askew, aside, astir, asleep.

Between Consonant and Final Vowel.—Accuracy, epilepsy, Eliza, Louisa. (Terminal words) Ensues, embassies, posies, jealousies.

Between Consonant and Intermediate Vowel.—Museum, exceed, roseate, deism, deist, theism, theist, physicist, visitor, busier, busily, busiest, asphyxiate, deposit, exit, anxiety, Messiah. †(31) Massage, mosaic, lessee, lyceum. (Half-length) Massaged.

Between Consonant and Tick.—†(12) Newsy, noisy, lassie, Lizzie, Lucy, Elsie's, laziest, noisier, lazier.

¹ *Vowel Placed with Circle*.—Kiosk, Romanesque, statue, theosophy, theosophist, acquiesced, acquiescence.

² *Syllable SIDE (CIDE), or CITE (SIGHT), or SIGN*.—(I disjoined) Beside, decide, reside, coincide, outsider, excite, recite, recital, assign, design, designer, resign. (I joined) Regicide, filicide, homicide, wayside, foresight, parasite.

Contrasts.—Payest, paste (paced); layest, laced; weighst, waste (waist).= 107.

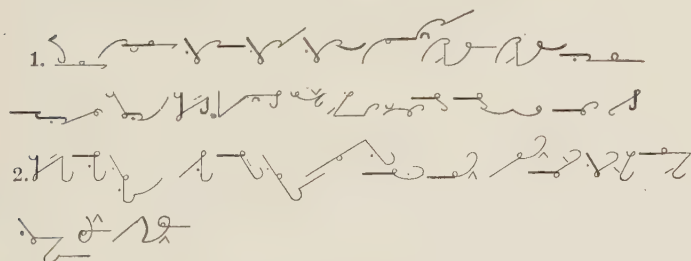
¹ When an intermediate circle is preceded by an accented vowel which begins a syllable that vowel is written near the circle.

² When the syllables *SIDE (CIDE)*, *CITE (SIGHT)*, are accented *I* is disjoined; when unaccented, *I* is joined. In the syllable *SIGN* *I* is always disjoined if expressed.

N and SHN Hooks.**KEY WORDS.**

N-Hook.—Authenticity, mendacity, examined, examiner, examining, misdemeanor, monopolist, monopolizing, dentist, degeneracy. (Half-lengths) Accidental, absorbent, participant, assignment, assortment, assessment. (v.u.) Discount, discountenance, dismount, husband.

ZHN or SHN Hook.—Absorption, deception, exceptional, reception, discussion, executioner, resurrection, dissension, dissolution, resolution, desertion, exertion, assertion, distortion, extortionate, fusionist, revolutionist.= 37.

KEY.**N-Hook and Intermediate Circle.**

An Intermediate Circle following an *N*-hook is usually written in the hook, as in *tensely*; but between horizontal strokes it is written on the *N*-hook side and includes the hook, as in *density*.

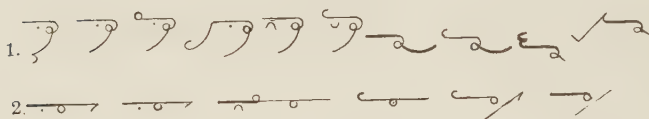
KEY WORDS.

Circle Inside of Hook.—Tensely, tensile, stencil, utensil,

tinsel, chancel. (v.u.) Dancing, chancing. †(12) Agency, urgency.

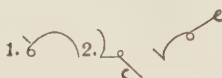
Circle on N-Hook Side of Stem.—Density, tensity, distanced. (v. u.) Chanced, chancery, dancer.= 16.

KEY.



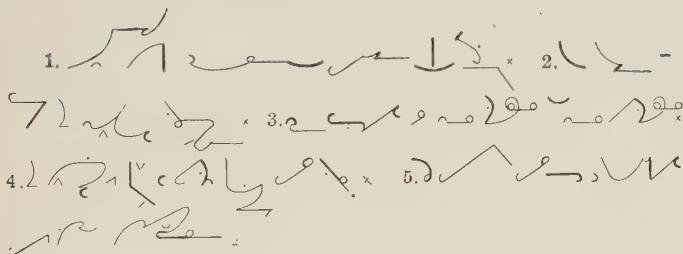
WRITING EXERCISE XLV.

Introducing *something*, and the irregular phrases, *for-the-sake-of*, *I-am-sorry-to-say*.



1. This *is the* noisiest city I-was ever in.
2. The mischief appears-to-have-been done while we-were at-the museum last-week.
3. If the mosaic is not to-your mind I-am-sorry, and would advise you to-do-something about it at-once.
4. I-am-sorry-to-say he-is-willing to resort to even desperate measures for-the-sake-of carrying his point.
5. The design is exquisite, and if the artist is allowed to execute it in-his-own-way you need have no further anxiety about it.= 92.

READING EXERCISE XVI.



Syllables in Which Z or S Is the Only Consonant.

Syllables, initial or final, in which *Z* or *S* is the only consonant, as in *soda*, *alias*, are usually expressed by the Alphabetic *Z* or *S*. The initial syllable *PSY* is disjoined before *K*.

The circle, instead of Alphabetic *Z* or *S*, is used for a syllable in the following cases:

- a. Before *G*, *V*, *F*, *L*, and *R* preceded by *E*, as in *serum*, *serenity*.
- b. In the initial syllable *ES* before *P*, *K*, *T*.
- c. In the final syllable *ES* after *ZH*, *SH*, *Z*, *S*, *J*, *CH*, and the *Double Circle (141). The circle is also used for *ES* after *R*-downward Shaded, and Substitutions.
- d. *In the initial *unaccented* syllables *AS* and *ES* before *TR* (175, 203).

KEY WORDS. NO. 1.

Alphabetic *Z* or *S*.

Initial Syllables.—Ezra, Zion, zodiac, xylophone, Sebago, sago, sachet, Sarah, sachem, secede, seaside, suicide, soda, pseudonym, satiety, secession, sausage, scientist, Simon, simoon, Sierra, Cyrus, siren, sewage, seesaw, eschew. (*PSY*

disjoined) Psychology, psychologist, psychic, psychical, Psyche. (v.u.) Society.

Final Syllables.—Dubious, commodious, devious, alias, chaos, novice, pumice, malice, terrace, cavernous, homogeneous, simultaneous, cutaneous, ceremonious, harmonious, euphonious, ambiguous, sinuous, solace, sorceress. (v.u.) Miscellaneous. †(28) Louise, Eloise, Lewis, Lois, Ellis. †(31) Heiress. †(83) Arduous.

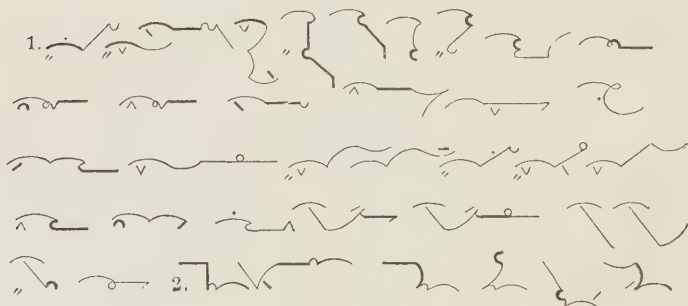
Circle.

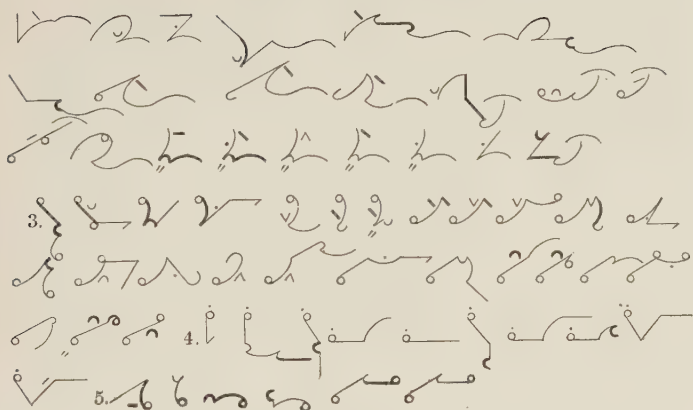
(a) Sagacious, sagacity, severe, severity, siphon, sofa, Sophia, solo, silo, silence, saliva, celerity, salacious, solicitor, selection, solution, silurian, serenity, seraphic, serum, series, serious, seriousness, serial (cereal). (Contrasts) Ceres, cerise.

(b) Espy, espionage, escape, esteem, estate. (Half-length) Escapade. (Contrasts) Estimate (n.), estimate (v.); escort (n.), escort (v.).

(c) Rouges, ashes, eases, aces. (v.u) Serges (surges), searches.= 105.

KEY.



**KEY WORDS. NO. 2.**

N-Hook.—Tennis, menace, generous. (Half-lengths) Dependancy, redundancy, tendency. (*S* changed to circle) Menaced. (*S* not changed to circle) Menaces, menacing.

N-Hook and Circle.—Sequence.

Contrasts.—Secure, seeker; sower, sore (soar); science, signs; essence, sense.= 19.

KEY.**FOR INDEPENDENT WORK.**

Alphabetic Z or S.—Impious, obvious, timorous. (Containing disjoined vowels) Bias, envious, penurious, pious, scurrilous.

(Hooks) Curious, furious, nefarious, various. (E.D.) Assiduous, impetuous, tempestuous. (V.U.) Scandalize, scandalous. †(83) Usurious.

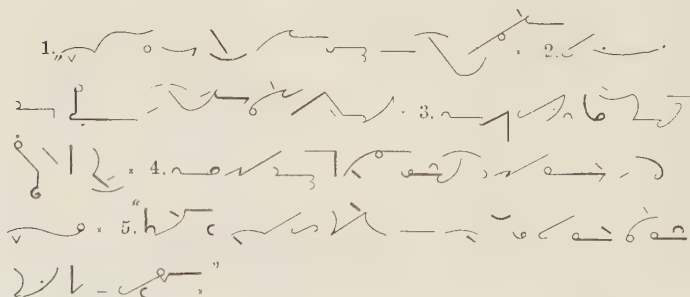
Circle.—Savor. (Half-length) Esculent. (V.A.S.O.E.) Celebrity, solemnity, solidity, soliloquy.= 24.

WRITING EXERCISE XLVI.

Introducing *advantageous, advantageously, disadvantageous*.
(See page 209.)

1. I-*have-been* advised to read Hamlet's soliloquy.
2. What *advantage* does Ezra *hope* to gain by suing the railroad?
3. *We* estimate that-*the* society can manage the estate *very advantageously*.
4. I-wish to interest you in-a series of scientific talks soon to-be given.
5. Do-you think a solution of soda would-be *advantageous* or *disadvantageous* in-this-case? = 60.

READING EXERCISE XVII.



Double Circle.

The double circle represents the sounds of *S-S*, *S-Z*, *Z-S*, or *Z-Z*, in connection with any intervening vowel or vowels. It frequently represents an entire syllable. It has a special use in the words *satisfy*, *enthusiasm*, **ecclesiastic* (173), and their derivatives, standing for *SATIS* and *SIAS*.

The vowel of a double circle is generally expressed if accented, and is written within the double circle. The accented vowel may be omitted in the following three classes:

1. When the vowel is Short-*I*, as in *exist*. Exception, **vicissitude* (152).
2. When the double circle is preceded by an initial disjoined vowel, as in *assassin*.
3. In the syllables *SATIS* and *SIAS*.

NOTE.—The double circle is never used after *R*-downward, *Z*, or *S*.

Double Circle Initial and Intermediate.

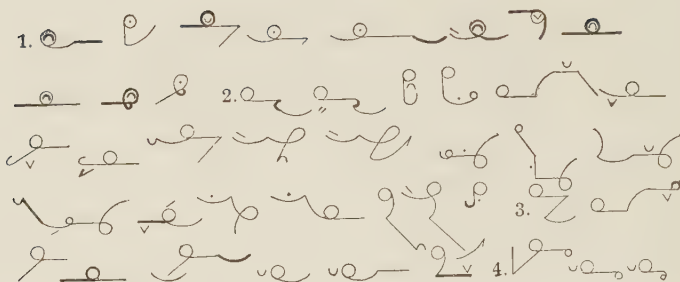
Vowel of Double Circle Accented.—Seasoned, cesspool, disaster, necessity, necessitating, unceasing, decisive. (Contrasts) Diseased, deceased. †(137) Diseases, recesses.

Vowel of Double Circle Unaccented.—Sustain, Sistine, suspicion, suspense, systematic, nicest, wisest, choicest, ancestor, unnecessary, unnecessarily, asceticism, scepticism, fanaticism, agnosticism, diocesan, enthusiasm, enthusiast, satisfactory, unsatisfactorily. (Half-length) Suspended.

Accented Vowels Omitted.—(a) Cistern, systematize, resist, desist, unresisting. (b) Assassin, assassinate. (c) Satisfied.

N-Hook.—Persistence. (Contrasts) Assistance, assistants.
= 43.

KEY.



Double Circle Final.

The double circle is used *finally* in the following cases *only*:

1. After up-strokes.
2. After strokes in a horizontal direction, except *Z* and *S*.
3. After *SH*, *TH*, and *M* downward.

KEY WORDS.

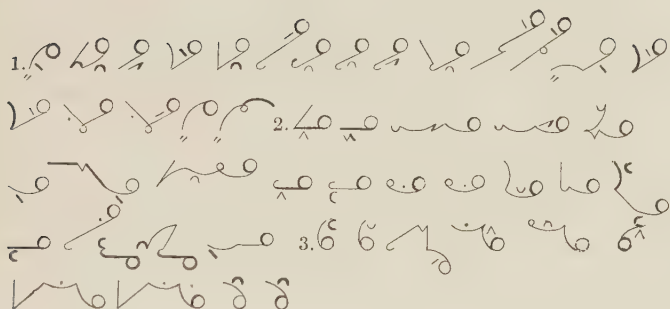
1. Moses, re-leases, rouses, forces, paresis, horses, whizzes, hisses, houses, quizzes, rehearses, resources, Sorosis. (Contrasts) Verses, versus; exercise, exorcise; ¹Misses, Mrs.

2. Reduces, diocese, annoyances, announces, alliances, noses, diagnosis, reminiscences, juices, chases. (Contrasts) Senses, census. †(127) Fancies, pansies, vacancies, daisies, heresies, agencies, emergencies. †(124) Notices.

3. Chaises, chassis, hypothesis, enthuses, synthesis, amuses. (Contrasts) Parenthesis, parentheses; thesis, theses. = 49.

¹Difference in form is simply for the purpose of distinguishing the titles.

KEY.



FOR INDEPENDENT WORK.

Allowances, amasses, amazes, chooses, laces, leases, loses, losses, masses, mosses, muses, noises, raises, rises, teases, tosses. (V.A.S.O.E.) Commences, rejoices, romances.= 19.

Double Circle Not Used Finally, but Used Intermediately.

After the following seven consonants, *B, P, G, K, V, F, L*-downward, the double circle is not used finally (except in abbreviations), but is used intermediately, except in words ending with three successive sounds of *Z* and *S*.

KEY WORDS.

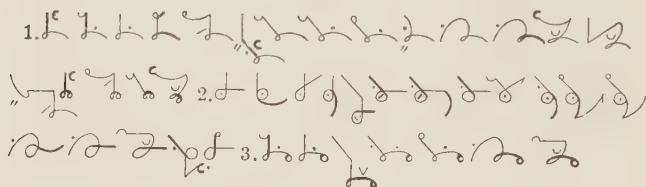
Not Used Finally.—Basis, abscess, possess, auspices, synopsis, Pegasus, axis, access, success, Ephesus, emphasis, emphasize, analysis, paralysis. †(26) Thanatopsis. (Terminal words) Bases, synopses, axes, analyses.

Used Intermediately.—Possessed, possessing, possessor, possessive, capsized, exhaust, exhaustive, exist, accessory,

excessive, successively, successful, emphasizing, emphasized, italicized. (Half-length) Exasperated. (v.u.) Subsist.

Three Successive Sounds of Z and S.—Abscesses, possesses, capsizes, excesses, successes, emphasizes, italicizes.= 43.

KEY.

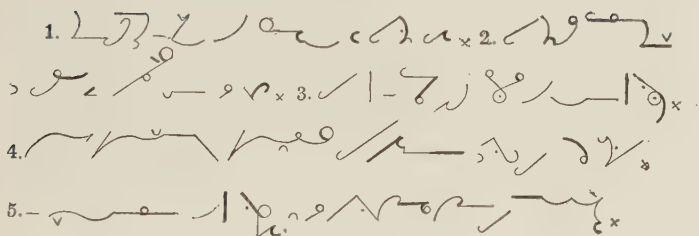


WRITING EXERCISE XLVII.

Introducing *amanuensis*, *business*, *businesslike*, *hard*. (See pages 210, 211, 217.)

1. Many exist; few really live.
2. A *business* man should *be businesslike*.
3. *He who* would win success must-*be* persistent.
4. *We-are* now satisfied that-*the* diagnosis *is* correct.
5. It-*is hard* to understand *the* basis of-*your* argument.
6. *You* would-*be* unwise to-*be* led into excess in *anything*.
7. It amazes me *to* learn that Moses took *his* losses so calmly.
8. An accurate and absolutely reliable *amanuensis* is *always in* demand.
9. *We-were* suspicious at-*the* beginning that *everything* was-not satisfactory.
10. *The more* enthusiasm you put into your work, *the* better *your* chances for advancement.= 96.

READING EXERCISE XVIII.



Review Exercises.

ACCENTED VOWEL OMITTED.

Ambiguous, anathematize, assassin, assassinate, assessed, assessing, assessor, assistance, carelessness, circulate, enthusiasm, enthusiast, estate, esteem, examined, examiner, examining, excuse, executioner, exertion, exist, exposing, extortionate, filicide, menaces, minister, paralyze, parasite, pulsate, querulous, richness, satisfied, seriousness, sorrowing, systematize, unnecessary, unnecessarily, unsafe, unsatisfactorily, unsavory, utilize, varicose, viciousness, worthlessness. (Half-lengths) Assessment, assistants, exasperated, goodness, witness.

Vowels Joined.—Asphyxiate, athwart, authenticity, busier, busiest, busily, curios, curious, devious, dubious, emergencies, equality, equipped, furious, guano, guava, hearsay, mischievously, pessimism, physical, physicist, Psyche, qualify, Quincy (quinsy), rabies, requiem, satisfactory, serial (cereal), serious, sirloin, squarely, surname, visitor. (Half-lengths) Acquaint, acquaints, acquit, acquittal, anti-quarian, speedway, speedy, speedier, speedily. = 93.

VOWELS UNNECESSARY.

Bequeathes, between, carcass, certain, certainly, certainty, chance, chanced, chancery, chancing, circular, cistern, czar, dance, dancer, dancing, deceiver, desist, does, dwarf, handsome (hansom), handsomest, just, kitchens, languish, languor, larynx, mars, master, menaced, men's, miscellaneous, Misses, Mrs., must, 'once, ones, parcel, parsed, parsonage, persistence, pharynx, pigeons, psychic, psychical, quality, quantity, quarter, quartering, quash, queen, quench, quick, quill, quilt, quiver, quoth, receiver, request, require, required, resist, richest, same, scandal, scandalize, scandalous, scarf, search, searches, serge (surge), serges (surges), sermon, serve, service, sir, skimmer, slave, slipper, smart, smarter, snarled, society, sorry, spark, speech, sphinx, spin, spindle, spinner, spinning, squander, squash, squeeze, squirrel, stammer or steamer, star, starter, startling, starveling, still, stiller, stilt, stings, storm, subsist, surface, surround, swift, swifter, switch, these, this, thwart, 't was, twice, twin, twitter, was, unresisting, use, used, useful. (Half-lengths) Deceived, discount, discountenance, dismount, husband, languid, quadrant, quit, received, requirements, squad, squadron, squat, squints, stand, standard, standpoint, surmount, twit, whispered. = 147.

SPECIAL SHORTENING PRINCIPLES

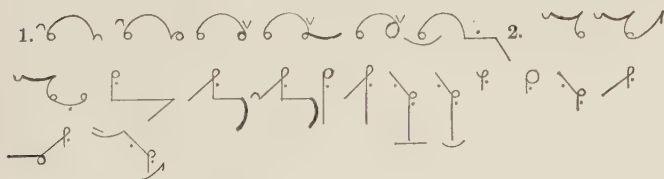
P and K Omitted.

KEY WORDS.

†(98). *P*.—Sympathy, sympathies, sympathize, sympathizing, sympathizes, unsympathetic.

†(99) *K*.—(Between *NG* and *SH*) Anxious, anxiously, anxiousness. (After *SP*) Spectator, respective, irrespective, specter, respector, expectorate, expectorant. (Half-lengths) Aspect, suspect, expect, respect, disrespect, unexpectedly.= 22.

KEY.



Prefix CON Joined to Circle and Double Circle.

Before the circle or double circle *CON* is written as follows:

1. Downward in the direction of *K* before *SP*, circle and *SH*, circle and *S*, *SM*, *SR*.

2. Downward in the direction of *R* before *SV*.

3. Upward before *SD*, *ST*, *SK*, *SN*, *SL*, and the Double Circle.

The prefix *CON* is also used for *CUN* or *CUM*, as in *discomfiture*.

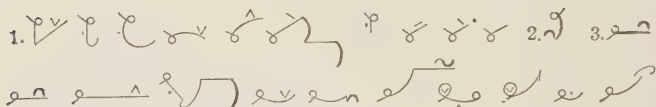
KEY WORDS. NO. 1.

1. Conspire, conception, concession, concise, consume, conservative. (Half-length) Concept. †(93) Consort, concerted. (v.u.) Concert.

2. Conceive.

3. Concede, conceit, constitute, consecutive, consign, consignee, conciliate, conciseness, concisely. (Half-length) Consent. (v.u.) Concealment.= 22.

KEY.



KEY WORDS. NO. 2.

K Omitted.—Conspicuous, conspicuously, conspicuousness.

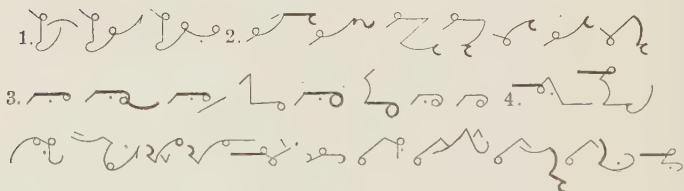
ATION.—Consolidation, conciliation, consternation, constellation, consummation, consolation, conservation.

N-Hook and Circle or Double Circle.—Condense, condensing, condenser, competence, condenses, confidences. (Contrasts) Contents (v.), contents (n.).

Compound Prefixes.—Disconnect, discomfiture, misconception, unconsciously, economize, economist. (Half-lengths) Disconcerted, inconstant, circumspect. (Prefix disjoined) Circumlocution, circumnavigate, circumvention. (*CON* in direction contrary to simple prefix) Discontent.= 31.

KEY.

2



Prefix IN Joined to Circles.

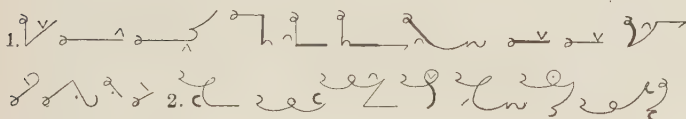
KEY WORDS. NO. 1.

Inspire, institute, institutional, instability, insipid, insipidity, insignia, inside, insight (incite), incivility, insertion, insurrection. (Half-length) Insect. †(93) Insert.

IN, Full Form.—Insatiate, insane, incinerate, incisive, insomnia. (Half-length) Incessantly. (Contrasts) Insulation, isolation.= 23.

KEY.

3



KEY WORDS. NO. 2.

N-Hook.—Instantaneous. (Half-lengths) Insubordinate, instant, instantly, incidental, insistent.

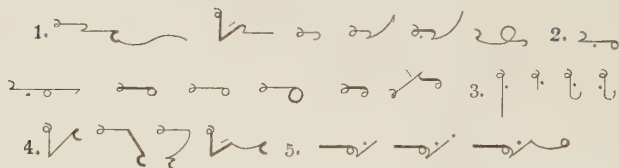
N-Hook, and Circle or Double Circle.—Intense, intensity, incidence, instance, instances. (Half-lengths) Incidents, insurgents.

K Omitted.—Inspector. (Half-length) Inspect. (Contrasts) Inspection, inception.

ATION.—Inspiration, instigation, installation. (Half-length) Insubordination.

Compound Prefix DISIN.—(Half-lengths) Disinherit, disinherited, disinheritance.= 24.

KEY.



Prefix SELF.

The prefix *SELF* (always disjoined) is *SL* upward, vowel omitted. *M*, *L*, *R*, following the prefix are written above it; other consonants are written above or through it as is most convenient.

KEY WORDS.

Self-moving, self-love, self-righteous, self-denial, self-satisfied. (Half-length) Self-reliant.= 6.

KEY.



Endings. No. 3.

Self, Sition or Cision, Istic, Ologist.

KEY WORDS.

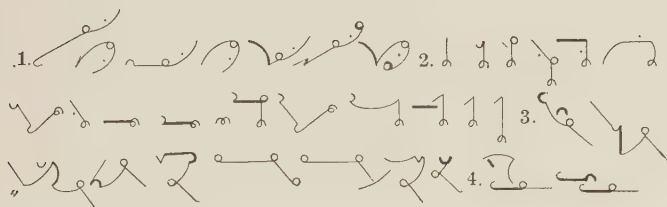
SELF (*SEL*).—Herself, himself, itself, myself, thyself, ourselves, themselves.

SITION or *CISION* (*Circle in Short-I*).—Position, apposition, supposition, exposition, deposition, metaphysician, acquisition, excision, decision, indecision, incision, indisposition, inquisition, interposition, decomposition. (Contrasts) Composition, opposition.

ISTIC (*Circle and K*).—Atheistic, cabalistic, Calvinistic, realistic, idealistic, statistics, statistical. (*H* omitted) Nihilistic. (Half-length) Artistic.

OLOGIST (*J and ST disjoined*). — Sociologist, geologist.
= 35.

KEY.



New Words under Review Principles.

Consonants Shaded.—Relax, relapse, reliance, relinquished, religious.

H, P, K, Omitted.—Assumption, behest, falsehood, resumption, sanctioned, sanctuary, succinct, sumptuous, sumptuously. (Half-length) Haphazard. †(98) Nihilist.

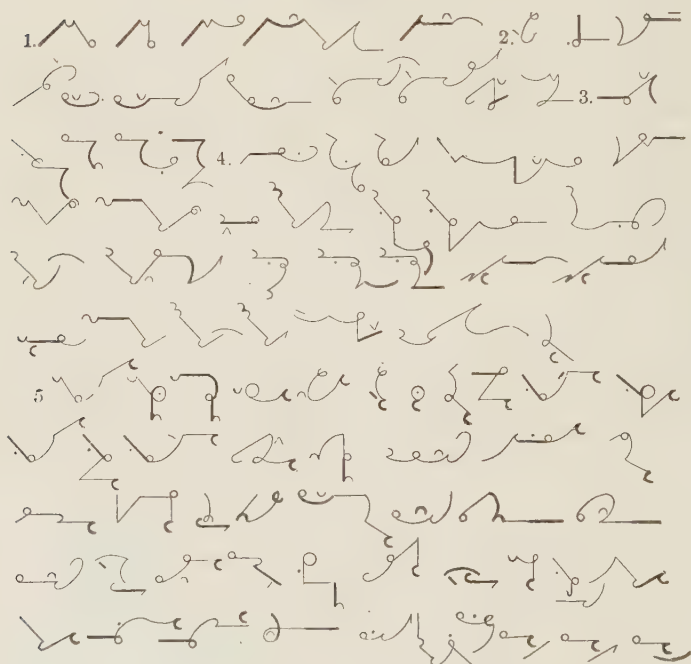
Substitutions.—Disarrange, exchange, stingy, stinginess. (v.v.) Dangerous.

Prefixes.—Condescension, conscientious, consciously, counterbalance, fireside, inaccuracy, inadequacy, induce, inequality, inexpensive, inexperienced, infinitesimal, innocuous, inquisitively, intensely, intensifying, intensified, outrageous, outrageously. (Half-lengths) Adjacent, inadequate, iniquitous, iniquity, uninspired. (*IN*, full form) Inharmonious. †(49) For-sake.

Endings.—Acceleration, accessibility, advisability, assassination, assimilation, association, cessation, confiscation, dis-

sertation, exaltation, exasperation, exhilaration, exhortation, exultation, hallucination, impossibility, insinuation, legislation, ossification, ostentation, participation, physiology, realization, sanctification, senior, servitude, similitude, situation, sociology, solicitation, stenography, susceptibility, usurpation, zoölogy. (Half-lengths) Anticipation, expenditure, liquidation, quotation. (Contrasts) Dissemination, disseminate. †(141) Vicissitude. (Endings used intermediately) Century, picturesque, sensational, stationer, stationery (stationary), stationing. = 95.

KEY.



WRITING EXERCISE XLVIII.

1. "*To-know a thing should be done and not do it, is cowardice.*"

2. "*We-cannot afford to hate anybody — our time is worth too-much.*"

3. "*For thousands of years a thinker was hunted like an escaped convict.*"

4. "*This one thing I-do, or, these forty things I dabble in — which shall it be?*"

5. "*If you were born to honor, show it now; make the judgment good that thought you worthy of it.*"

6. "*We need only obey. There-is guidance for each of us and by lowly listening we-shall hear the right word.*"

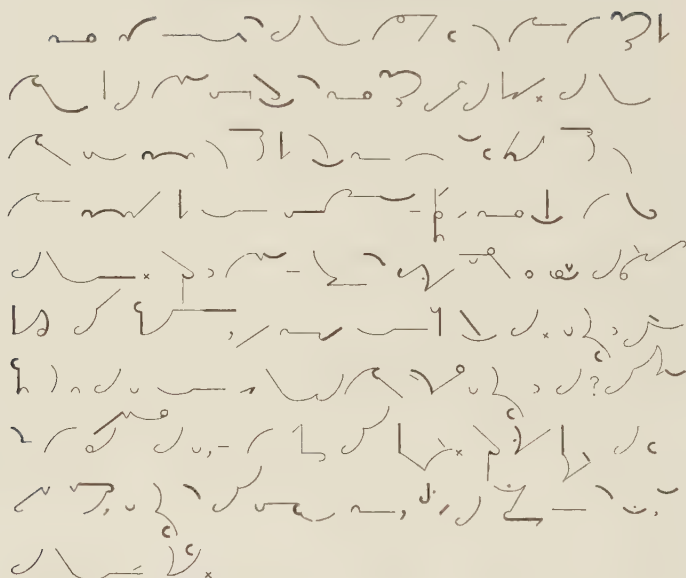
7. "*Experience shows that success is due less to ability than to zeal; the winner is he who gives himself to his work, body and soul.*"

8. "*A man is relieved and gay when he has put his heart into his work and done his best; what he has done otherwise shall give him no peace.*"

9. "*Half the-world is on-the wrong scent in-the pursuit of happiness. They think it consists in having and getting, and being served by others, whereas it consists in giving and serving.*"

10. "*A man is not educated because he knows a lot of facts; he-is the educated man who knows what he-wants to-know, who knows how to find what he-wants to-know, and who knows what to-do with it when he has found it.*"= 227.

READING EXERCISE XIX.



Phrases Regularly Formed.

Arranged Alphabetically According to the Prominent Word of Phrases.

(Key Unnecessary.)

APPEARS.— Appears to be (have, have been, know, me).

AS.— As a, as we, as we have (have been, are, go, shall, can, were, would, want, went), as they, as they have (have been, are, were, would, want, went), as there, as there is, as there is a, as usual.

BEST.— Best way (work, day, week, year, season, time).

CENT.— Per cent.

DOES.— Does not, it does not.

ELSE.— Everything else, in everything else.

ESTATE.— Real estate.

HAS.— Has been. (For phrases containing *HAS* intermediately, see "Irregular Phrases," page 237.)

HIS.— His own, his own way, in his, in his own, in his own way.

IS.— He is doing, he is going, he is known, he is unknown, it is only, it is necessary, he is willing, she is willing, there is only, there is anything, there is nothing, there is one. (Short-*I* disjoined) What is it, what is it about.

LAST.— Last day (week, year, season, time, summer, winter, one).

LESS.— Less than.

MUST.— Must be (go, give you, do, do it, do so, have, have been, know, take, work), must be so, must be done, it must be, it must have been.

NEXT.— Next day (week, year, season, time, summer, winter, one).

ONES.— The ones, for the ones.

SAID.— I said, I said so, he said, he said so, you said, you said so, she said, she said so, we said, we said so, they said, they said so, to be said, can be said, may be said, must be said.

SAKE.— For the sake (of).

SAME.— The same, the same day (week, year, time, way, one), all the same, for the same, for the same thing, in the same, in the same way, about the same, about the same thing.

SATISFIED.— I am satisfied, we are satisfied, you are satisfied.

SEEMS.— It seems, it seems to me, it seems to be, it seems to have been.

SEND.— Send you, to send you, sending you, I can send, we can send, he can send.

SOME, SUM.— Some one, some way, some time, some time ago, some day, the sum, for the sum.

SOMETHING.— To do something.

SORRY.— I am sorry, I am very sorry, we are sorry, we are very sorry.

SUMMER.— For the summer, in the summer.

TAKES.— It takes.

THIS.— This day (date, time, month, morning, matter, movement, mistake, reason, order, may be, makes, must be, must have been, much), in this, in this case (company, department, direction), for this time (month, matter, mistake, reason).

THESE.— Of these, these are, these were.

USE.— For the use.

USED.— Used to be (go, give you, do, have, take, know, work).

WAS.— Was not, I was, I was a, I was not, I was to be (go, have), he was, he was a, he was not, he was to be (go, have), she was, she was a, she was not, she was to be (go, have), it was, it was a, it was not, it was to be (go, have, have been), there was, there was a, there was not, there was no, there was no way.

YEARS.— Years ago, some years ago.

Special Phrases.

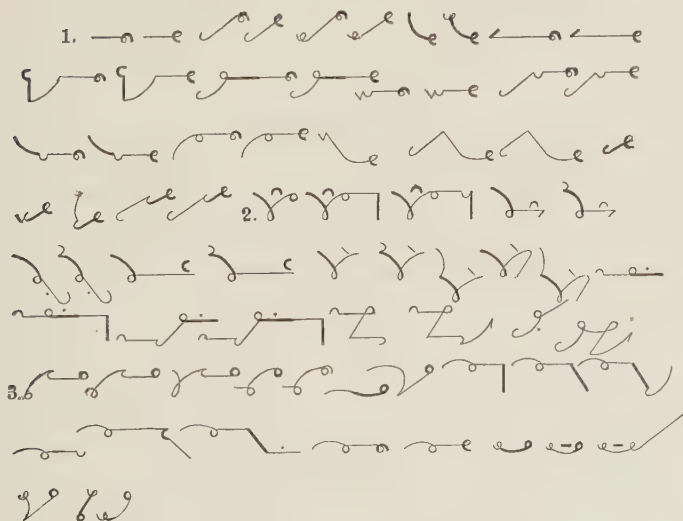
Alphabetic-S Changed to Circle.— To see, to say, we see, we say, as we see, as we say, they say, as they say, ought to see, ought to say, able to see, able to say, used to see, used to say, I have to see, I have to say, we have to see, we have to say, they have to see, they have to say, must see, must say, I can

say, we can say, he can say, would say, I would say, she would say, he would say, we would say.

Circle Representing Consecutive Sounds of S in Different Words.—This seems, this seems to be, this seems to have been, this city, in this city, this section, in this section, this state, in this state, this sum, in this sum, for this sum, this summer, for this summer, it is said, it is said to be, it was said, it was said to be, it is certain, it is certainly, yes sir, yours sincerely.

Circle Used for AS.—As much as, inasmuch as, forasmuch as, the same as, the same as if, so long as, so far as, so as to be (go, give you, have, take, get, see, say). (AS-initial written in full) As long as, as soon as, as soon as we are, as far as, as large as. †(21) As well as.

KEY.



**SUMMARY OF ABBREVIATIONS INTRODUCED IN SECTION
THREE.**

Advantageous, advantageously, always, amanuensis, business, businesslike, capital (Capitol), companies, disadvantageous, employs, equilibrium, equivalent, hard, his or has, is n't, issues, larger, manufacturing, nothing, publisher, secretary, September, something, speak, speaker, speakership, speaking, sufficient, thanks, therefore, things, thinks, union, usually, wills. = 37.

Summary.

Number of words keyed	1,349
Number of words for Independent Work	427
Number of abbreviations introduced in exercises	37
	<hr/>
	1,813

SECTION FOUR.

Compounds.

*What you can do, or dream you can, begin it:
Boldness has genius, power, and magic in it.*

— GOETHE.

COMPOUNDS.

Compounds are of two classes — True and False.

A True Compound is a consonantal diphthong or triphthong; that is, two or three consecutive consonants sounded as one, as in *draw*, *plow*, *stray*. Of these there are two series,— (1) the *R-Series*, (2) the *L-Series*.

True compounds may be used initially, intermediately, or finally. When used initially or intermediately they have the open sound, suggestive of a vowel to follow, as in *flay*; when used finally they have the closed sound, as in *trifle*.

For False Compounds, see page 177.

Alphabet of True Compounds.

R-Series.

⌈ <i>BR</i> as in <i>bray</i> .	⌋ ¹ <i>VR</i> as in <i>Vrooman</i> .
⌈ <i>PR</i> as in <i>pray</i> .	⌋ <i>FR</i> as in <i>free</i> .
⌋ <i>GR</i> as in <i>gray</i> .	⌋ <i>THR</i> as in <i>three</i> .
⌋ <i>KR</i> as in <i>crane</i> .	⌋ <i>SHR</i> as in <i>shriek</i> .
⌋ <i>DR</i> as in <i>dray</i> .	⌋ <i>SPR</i> as in <i>spray</i> .
⌋ <i>TR</i> as in <i>tray</i> .	⌋ <i>SKR</i> as in <i>scream</i> .
	⌋ <i>STR</i> as in <i>stray</i> .

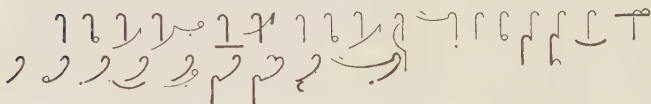
L-Series.

⌈ <i>BL</i> as in <i>bleak</i> .	⌋ <i>VL</i> as in <i>Vladimir</i> .
⌈ <i>PL</i> as in <i>plea</i> .	⌋ <i>FL</i> as in <i>flee</i> .
⌋ <i>GL</i> as in <i>glee</i> .	⌋ <i>SPL</i> as in <i>splay</i> .
⌋ <i>KL</i> as in <i>clay</i> .	

¹ Occurs initially in proper names only.

Abbreviations Derived from Compound Alphabet.

Brother, brothers, brotherly, brotherliness, brotherhood, brother-in-law, principal (principle), principals (principles), principally, principalship, unprincipled, pleasure, pleasures, pleasurable, pleasurably, pleasuring, displeasure, value, values, valued, valuing, valueless, valuable, invaluable, valuation, undervalued.= 28.

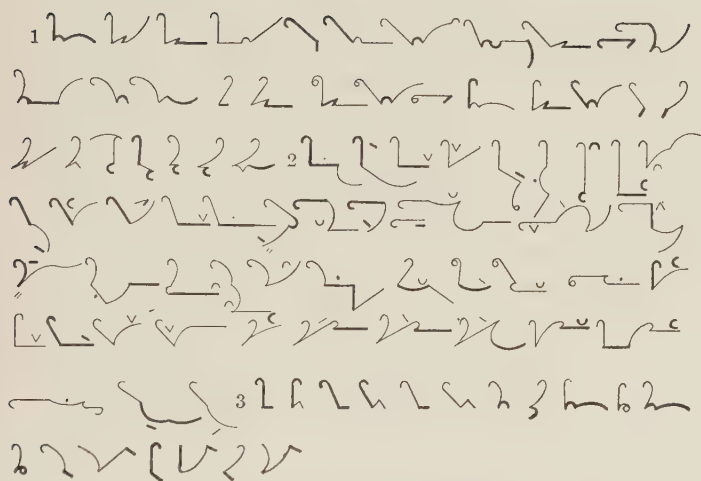
KEY.**True Compounds Used Initially.****KEY WORDS.**

Vowels Joined.—Breeze, prowl, proud, prettier, grow, grit, creamy, creative, crowd, draw, trivial, freedom, three, throng, shrew, shroud, sprout, scream, straw, bliss, plowed, gleam, claw, flaw, flower (flour), flew (flue), splay. (Half-length) Brocade. †(13) Fray, flay. †(19) Flying.

Containing Disjoined Vowels.—Breadth, broken, pride, prior, precocious, pressure, prepay, prepaid, premium, growth, graham, growl, cried, credit, Creole, draft (draught), droll, true, transient, triumphal, tribunal, Vrooman, freckled, frigid, thrift, thrill, threadbare, shrank, sprung, scratch, stretch, blame, plight, glowed, climb (clime), climate, flame, florid, flurried, flourishing. (*N*-hook) Promenade, predominate. (Half-length and *N*-hook) Trenchant. †(26) Clothing, cloth.

Contrasts.—(a) Brew, blew (blue); grew, glue; crew, clue. (b) Free, †(6) flee. (c) Please, pleas; freeze (frieze), frees. (d) Throw, thorough; blow, below; flow, follow.=100.

KEY.

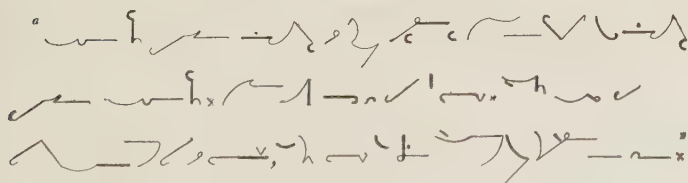


WRITING EXERCISE XLIX.

Introducing *strength*. (See page 224.)

"We accompany the youth with sympathy and manifold sayings of-the wise to-the gate of-the arena, but it-is-certain that not by *strength* of ours, or of-the old sayings, but only by *strength* of his-own unknown to us or to any, he must stand or fall."=51.

READING EXERCISE XX.



Short-I and Short-A Not Hooked After Compounds.

Short-*I* hook is not used:

1. Between *GR*, *KR*, and *L*.
2. *Between *KR* and *NG* (168).
3. Between *KL* and *N* or *NG*.

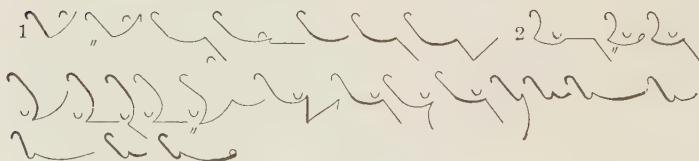
Short-*A* hook is not used:

1. Between **VR* (203), *FR*, and *N* or *NG*.
2. Between strokes in the direction of *K* and *V* or *F*, except in connection with double-lengths.
3. Between strokes in the direction of *K* and *N* or *NG*, except in connection with half and double-lengths.

KEY WORDS.

Short-I.—Grill, Crilley, clinic, clinch. (v.u.) Cling, clink, clinker.

Short-A.—Frantic, France, frank, gravel, graft, graphic, craft, Claflin, cranberry, crank, clannish, clank. (Hooks) Grafter, grand, grander, grant, granter, gland, glanders.= 26.

KEY.**FOR INDEPENDENT WORK. NO. 1.****Vowels Joined.**

E and Short-I Turned.—Bleak, brick, freak, prickly, prig, shriek, sprig. (Double-lengths) Printer, sprinter.

Hooks.—Brad, brag, braggart, bran, Brattle, clean, cleave,

cleaver, cliff, clipper, creel, cribbage, drip, glean, glibly, gratify, Greeley, green, Greenacre, grief, grieve, grievance, grievous, griffin, grip, plaid, plank, screen, scribble, scrip, strip, treacle, trickle, trip. (Half-lengths) Cleaned, glint, grinned, plant. (Double-lengths) Blander, planter.

Short-A Between Inclined and Vertical Strokes.— Clapping, crab, grab, grapple, scrap. (Half-length) Clapboard.

Half-I.— Briny, cries, fry, plying, prying (or prong), shrine, spy. = 63.

Containing Disjoined Vowels.

Joinings with Angles.— Thrash, threshold, thriftiness, thrive, thrush.

Joinings without Angles.— Cleft, fleshy, fleshier, freshet, glove, groove, grovel. (V.A.S.O.E.) Cravenette.

Continuous Line.— Blubber, clique, creditor, crockery, Greek, probe, straightway. (Contrasts) Crooked (v.), crooked (adj.).

Double-Lengths.— Blotter, blunder, broader, crater, cruder, flattery, fraternized, fritter, greater (grater), platter, plodder, plotter, prouder, prudery, shrewder, spreader, threader. (E.D.) Clattering, glittering, spluttering.

SHN-Hook.— Friction, precautionary, traditional, premonition, fruition. (E.D.) Proportionate. = 49.

Vowels Unnecessary.

Branches, bridge, bring, bringing, brink, brittle, Christendom, Christmas, draughtsman, draughtsmanship, drift, driven, from, gracious, grasp, grocer, grocery, preach, pretty, price, primer, prince, prinking, prism, shrink, shrinkage, shrinking, shrivel, shriven, spring, stream, streamer, street, string, strive, striven, travel, traveled, traveler, traveling, treasurer, trinket, trust, truth. (N-hook) Christian, tribune. (E.D.) Christianity.

Blink, claim, clear, clearer, clearest, flicker, fling, glance, glanced, glances, glancing, glimmer, glory, glycerine, place, placed, places, placing, plain (plane), plaintive, pleased, splash, splice, split. (Half-length and *N*-hook) Claimant.= 73.

FOR INDEPENDENT WORK. NO. 2.

Half-Length Not Used.

The student should be required to state, in each case, why the half-length principle cannot be applied.

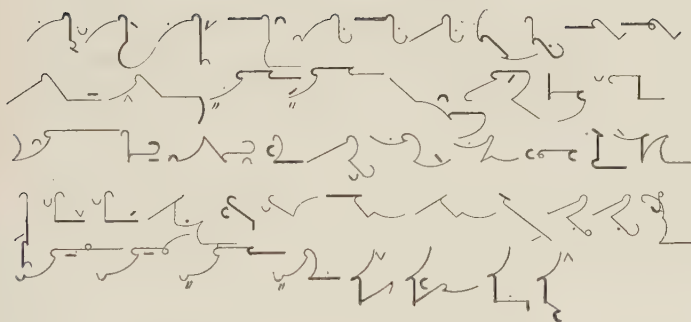
Bribed, creaked, cracked, croaked, clicked, groped, grouped, crept, cropped, dropped, brushed, blushed, clashed, flaunt, flirt. (v.u.) Browned, crowned, frowned, ground.= 19.

True Compounds Used Intermediately.

KEY WORDS.

Embryo, ambrosial, embroidery, depreciate, impression, depression, repression, chagrin, progression, decry, descry, recruit, lucrative, Eldridge, Aldrich, cathedral, hydraulic, betrayal, attribute (n.), filtrate, protrusion, electrician, afraid, refraction, enthrone, enshrine, astray, oblige, unblemished, probably, applied, applaud, replenished, aglow, acclaim, decline, recline, o'clock, reflex, reflection. (Unusual form) Spendthrift. †(30) Altruist, altruism, Altredge, Alfred. †(31) Library, librarian, libretto, lubricate.= 49.

KEY.

**True Compounds Implied.**

True compounds may be implied in double-lengths, but this principle cannot be made universal. The vowel following an implied true compound is usually expressed. With few exceptions, this vowel ends a syllable.

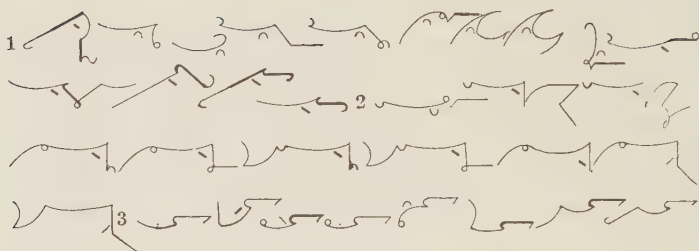
KEY WORDS.

DR and TR Implied.—Hydrophobia, nutritious, nutrition, intricate, intricacy, matricide, matrimony, matrimonial, fratricide, introduce, nitroglycerine, retrogression. (*N*-hook) Hydrogen, nitrogen.

THR Implied.—Anthracite, anthropometric, anthropomorphism, misanthropy, misanthropist, philanthropy, philanthropist. (Vowel following implied compound does *not* end syllable) Misanthrope, misanthropic, philanthropic.

Compound Not Implied.—Entry, paltry, sundry, sentry, symmetry. (v.u.) Foundry, laundry, wintry.=32.

KEY.



True Compounds Used Finally

In cases where a compound would not join easily at the end of a word, as in *available*, or would not be legible if joined, as in *defensible*, the simple form is used. A compound should not be used finally when it would conflict with the continuous line principle, as in *payable*.

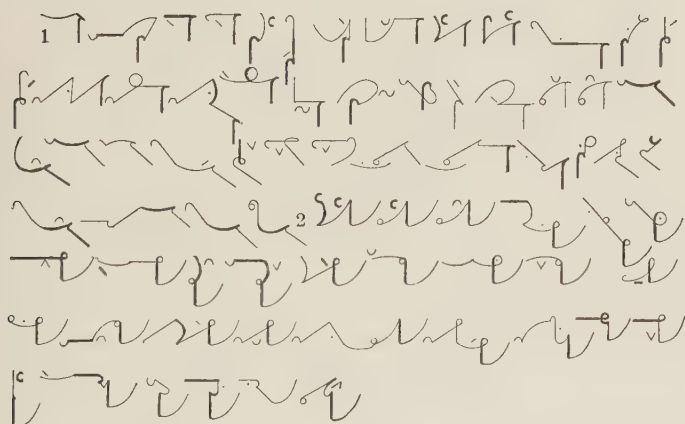
KEY WORDS.

Noble, admirable, double, trouble, fable, probable, culpable, palatable, variable, blamable, creditable, assemble, possible, plausible, irreparable, irresistible, irrevocable, unseasonable, pitiable, malleable, actionable, couple, multiple, sample, simple, angle, shingle, ankle, icicle, chronicle, bicycle, tricycle, trifle. (Prefix disjoined) Encircle, unsearchable. (Half-lengths) Equitable, susceptible, receptacle, article. †(164) Cringle. (v.u.) Twinkle, crinkle, sprinkle.

Compounds Not Used.—Available, salable, syllable, defensible, excusable, accessible, deducible, noticeable, visible, advisable, forcible, assessable, non-assessable, sizable, usable, sensible, admissible, reversible, irascible, irreconcilable, irre-

sponsible, impressionable, disable, disciple. (Continuous line)
 Payable. (N-hook) Undeniable. (Half-lengths and N-hook).
 Accountable, dependable, tentacle, surmountable. = 73.

KEY.



WRITING EXERCISE L.

Introducing *forming*. (See page 216.)

"All work is *for-the* worker. What becomes *of-the* product *of-your* work, and *how the-world* receives it, matters little; but *how you-do-it* is everything.

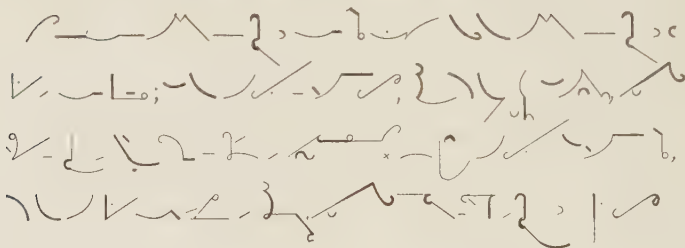
"We-are what we-are *on-account of-the* thoughts we-have thought and *the things we-have* done. As-a muscle grows strong only through use, *so* does every attribute *of-the* mind and every quality *of-the* soul take on new strength through exercise." = 75.

Without the resolution in your hearts to-do good work so-long-as your hands have motion in them, and to-do-it whether the issue be that you die or live, no life worthy the name will ever be possible to-you; while in once forming the resolution that your work is to-be well done, life is really won, here and forever.= 64.

— *John Ruskin.*

READING EXERCISE XXI.

Why Cling to Worn-out Ideas?



— *Minot J. Savage.*

True Compounds Halved.

KEY WORDS.

Initial and Intermediate.

Breed, breeding, braid (brayed), braided, braiding, upbraid, vibrate, celebrate, bread (bred), prayed (preyed) or prate, prating, prodigy, prodigious.

Greed or greet, greeting, agreed, disagreed, grade, grading, degrade, migrate, emigrate, egret, regret, creed, creedless, decreed, discreet, secrete, crate, desecrate, secret, secretly, secretive, sacred, sacredness, credible, credibly, critic, criticize, autocrat, autocratic, democrat, democratic, aristocrat, aristocratic. (True compound implied) Retrograde.

Sprayed, spread, spreading, screed.

Bleed or bleat, bleeding or bleating, blade, bled, plead or pleat, pleads or pleats, pleading or pleating, depleted, replete, played or plate, plating, displayed.

Glade, everglade, cleat, preclude, seclude, exclude,¹ secluding,
¹excluded.

Vowel Omitted Between Halved Consonant and Implied D or T.—Greedy, greedier, greedily, greediest, greediness.

Vowels Unnecessary.—Great (grate), greatest, greatly, grating, graduate, criticized, criticizing, criticism, glad, gladdened. (Contrasts) Gladdens, gladness. (*N*-hook) Protestant. (Irregular) Protestantism.

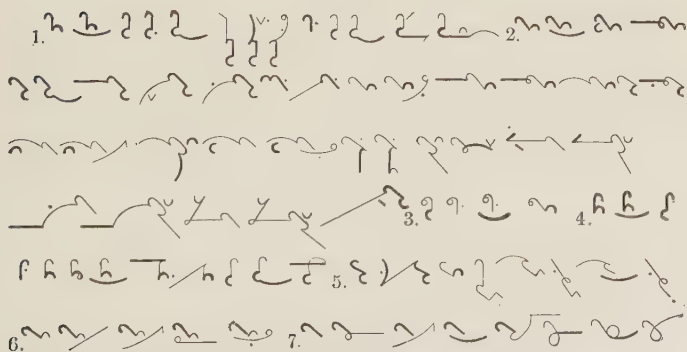
Final.

Crumbled, trembled, troubled, crumpled, trampled, shingled, manacled. (v.u.) Mangled, strangled, scrambled, crinkled, sprinkled.

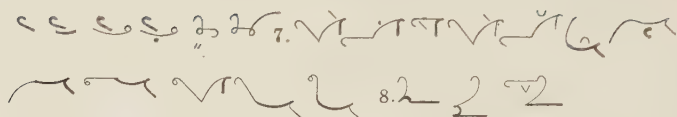
Compounds Not Halved.

†(93) Freed, fleet, trifled. = 117.

KEY.

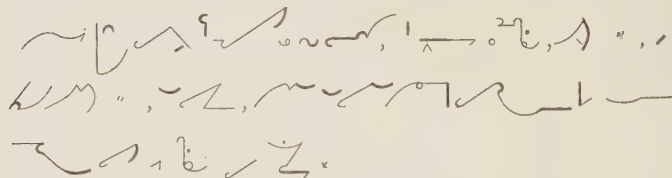


¹ After compounds, *EW* is omitted when followed by a disjoined syllable.



Exercises Illustrating the Use of Ditto Marks.

READING EXERCISE XXII.



— James Freeman Clarke.

WRITING EXERCISE LI.

Introducing *forward*. (See page 227.)

"A little *more* patience, a little more charity *for all*, a little more faithfulness *to* duty, a little more devotion, a little more love, a brave looking *forward to-the* future *with more* faith *in* our fellows, and *-the* race *will-be* ripe *for* a great burst *of* light and life."=45.

Compounds in Connection with Review Principles.

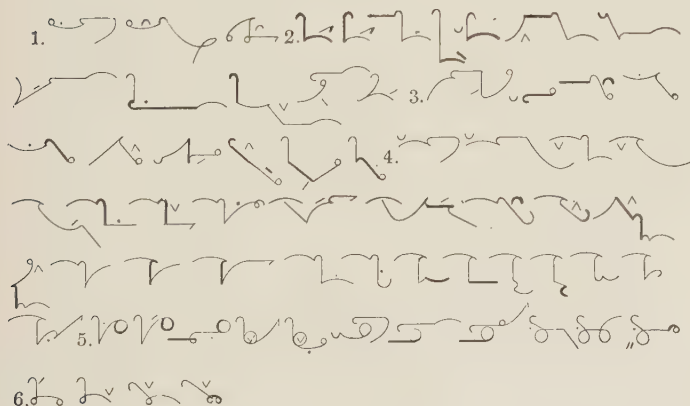
In the two exercises immediately following, the principles governing the Circle, Alphabetic Z and S, and Double Circle are reviewed in connection with compounds.

Students should be required to state the principles governing the words in each paragraph, illustrating them by additional words of their own choosing.

KEY WORDS. NO. 1.

1. Central, synchronism, simplicity.
2. Browze, blouse, depress, propose, applause, ludicrous, actress, fortress, prejudice, bronchitis, lustrous. †(124) Floss.
3. Metropolis, address, decrease, enclose, engross, recluse, albatross, glucose. (Contrasts) Progress (n.), progress (v.).
4. Astral, astrachan, cypress, cyclone, cyclonic, soubrette, sobriety, supremacy, psychometry, psychological, secretion, seclusion, lugubrious, salubrious. (v.u.) Supreme. (Irregular) Sublime, sublimity, suppress, suppression, supplying, supplied, suppliant, supplicate, supplant, supplement, supplementary.
5. Premises, promises, distresses, precisely, preciseness, ancestral. (v.u.) Disastrous, disastrously. †(141) Ecclesiastic, ecclesiasticism, Ecclesiastes.
6. Processes, precise. (Contrasts) Crisis, crises.=66.

KEY.



KEY WORDS. NO. 2.

1. Brisbane, prosperity, preceptress, preceptor, precipice, precipitous, precipitate. (Half-length) Precept.

2. Electricity, retraced, truest, prettiest, protest (n.).

3. Classic, microscope, microscopic, microscopy, microscopist.

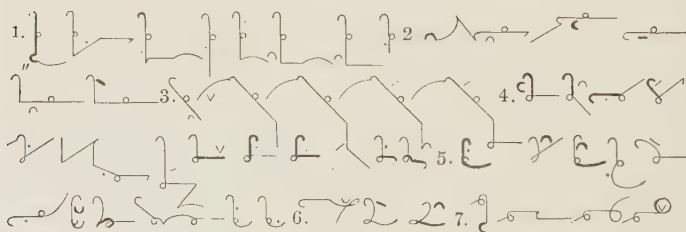
4. Abreast, brisk, dresser, glossary, oppressor, perplexity, preposterous, preside. (Contrasts) Blessed (v.), blessed (adj.); president or precedent (n.), precedent (adj.).

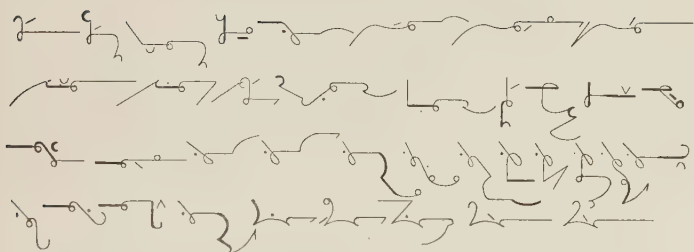
5. Blessing, freezer, pleasing, procession, thrust, trestle. (Circle in vowel) Plaza, freest, classicist. (Contrasts) Present (n. or adj.), present (v.).

6. Transom, frozen, fleecing.

7. Osprey, ostrich, ostracism, ostracize, prostrate, apostrophe, catastrophe, abstruse, dextrous, monstrous, monstrosity, remonstrate, magistrate, registrar, reciprocity, equestrian, pedestrian, possibly, disciplinarian, bestride, disclose, disgraced, distrust, extreme, extremity, extravagance, excrescence, excruciating, explode, explorer, explicitly, exclusively, extradition, expression, discretion, distribution. (Half-length and N-hook) Extravagantly. (Circle not legible) Vestry, sophistry, terrestrial, frustrate, flustrate.= 87.

KEY.





Compounds Followed by N-Hook or N-Hook and Circle.

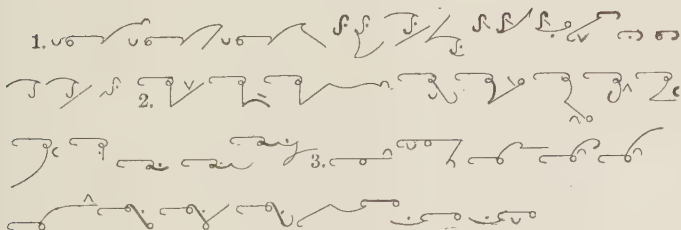
KEY WORDS.

N-Hook.—†(137) Astronomy, astronomer, astronomical, (Compounds halved) Blend or blent, plentiful, splendor, resplendent, blunt, bluntly, bluntness, hydrant, trend. (v.u.) Strand, splint, splinter. †(12) Plenty.

Circle in Hook.—Transpire, transpose, transparency, transaction, transverse, transfix, transfusion, translate, translator. (Half-lengths) Transept, transcend, transcendent, transcendentalism.

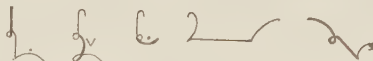
Circle on N-Hook Side of Consonant.—Transit, transitory, transmit, transmission, transmitter, transmute, transgress, transgressor, transgression. (v.u.) Hindrance. (Contrasts) Entrance (n.), entrance (v.).= 42.

KEY.



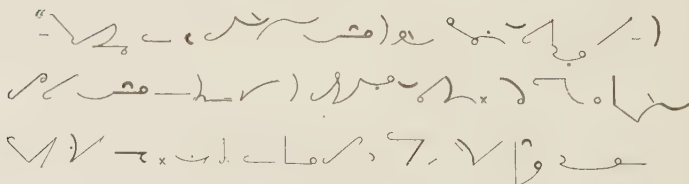
WRITING EXERCISE LII.

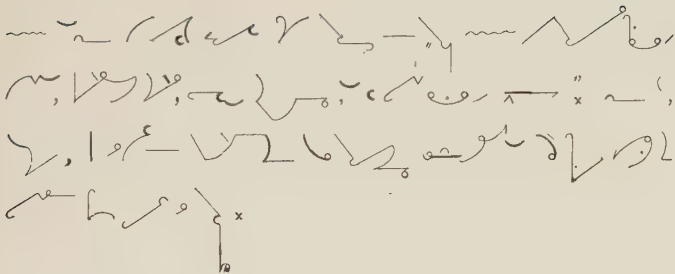
Introducing the irregular phrases, by-express, please-advise-us, please-send, from-time-to-time, this-agreement.



1. *We-will* send *your-order* by-express at-once.
2. *We-have* sufficient cash *on-hand* for our present needs.
3. *We-shall-be* pleased-to-give-you estimates *on-the-work*.
4. Please-send us explicit directions *for-the* shipping of-
your-order.
5. May we hear-from-you from-time-to-time *in-regard-*
to *your* progress?
6. *We-are* bound, by *the* terms of this-agreement, to-do cer-
tain *things*.
7. It-will-be necessary to-hear-from you *in-the-spring*, if
not earlier.
8. These-are good *for-the-price*, but *they-are* cheap goods
nevertheless.
9. Please-advise-us *within* a week *how-much* you have-
been able to accomplish.
10. It-is-true that these goods can-be obtained *for-the-*
same-price elsewhere. = 122.

READING EXERCISE XXIII.





False Compounds.

A false compound, as its name implies, is an assumed compound. Between its parts there is always a vowel. When expressed, it is written through the compound, as in *nerve*.

As a general principle, the vowel of an accented false compound is expressed and the vowel of an unaccented false compound omitted.

CAUTION.—False compounds are used chiefly to avoid long or awkward forms, sometimes to preserve the analogy of a series of words. They should therefore be used only when especially advantageous, not whenever possible.

Most words in which false compounds are used will be found in this lesson and those immediately following. In words not here classified the simple form will generally be found preferable.

False compounds are of two general divisions, viz.:

Division 1. Those represented by characters unlike any others and which are never anything but false compounds.

Division 2. Those represented by characters built on true compound forms. For convenience, Division 2 is subdivided into several smaller groups.

Division 1.

Alphabet of False Compounds.

N-R, M-R, ¹J-R.

Abbreviation Derived from False Compound Alphabet.

Mr.

KEY WORDS.

Nerve, nervous, nurse, nursery, nourish, north, normal, abnormal, Norman, Norseman, mere, merest, meerschaum, myriad, mirror, miracle, mercantile, murky, Mercury, Murphy, mirth, murmur, Merlin, merge, merger, mercy, mercilessly, mercenary, mercerized, morbid, morphine, Mormon, morsel, remorse, remorseless, germ, germicide, German, jerk, journey, journal, journalist, journalism, jersey, majority. (v.u.) Nor.

N-Hook. — Norsemen, merchandise. (Half-lengths) Merchant, merchantable.

False Compounds Doubled.— Norther, murder, murderous, murderously, murderer, murdering.

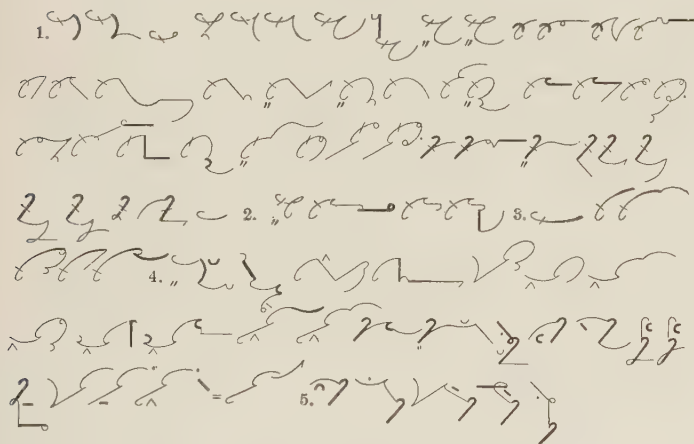
False Compounds Unaccented.— Nirvana, ignoramus, mercurial, morbidity, formerly, numeral, numerous, numerously,

¹In a very few words, the character representing J-R also stands for ZH-R.

innumerable, enumerate, humoring, humorous, germane, Germanic, exaggerate, major, sojourn, plagiarist, plagiarism. (*N*-hook and circle) Jurisprudence. (*v.u.*) Former. †(42) Rumored, humored, good-humoredly.¹

ZH-R.—Seizure, enclosure, foreclosure, disclosure, exposure.= 85.

KEY.



WRITING EXERCISE LIII.

The Supreme Test.

"Most people can bear adversity, but *if you wish to know what a man really is, give him power. This is the supreme test. It is the glory of Lincoln that, having almost absolute*

¹Dot unnecessary when intermediate. The syllable following the omission is always disjoined.

power, *he* never abused it except *on-the* side of mercy. *He-* would not put a man out of even *the* smallest office and leave a stain *upon* his name *without* giving him ample hearing. *He-* will-be known throughout *all-the*-years as Lincoln the Great, Lincoln the Just." = 84.

Division 2.

False compounds built on true compound forms may be divided into the following groups:

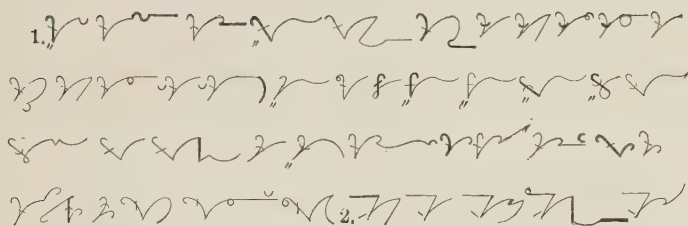
1. All compounds (except *DR*, *TR*, and *STR*), before *M* and *SM*.
2. Compounds of the *L*-Series, before *R*.
3. *PR*, *BL*, *PL*, *GL* and *KL*, in connection with continuous lines.
4. *DR* and *TR*, before *B* and *P*, *J* and *CH*.
5. *VR*, before *D*, *T*, and **SHL* (199).
6. *SHR*, in connection with any vowel except the dot.
7. *PR*, before *V* or *F* followed by an up-stroke, and before *JR*.
8. *BR*, *PR*, *BL*, and *PL*, after *M*.
9. *BR*, *PR*, and *PL*, after Alphabetic-*S*.
10. The words, *dear*, *turn*, *bill*, *built*, *call*, *full*, *fill*, *filter*, and their derivatives.
11. Miscellaneous.

GROUP 1. KEY WORDS.

1. Burmah, permeate, pyramid, Gorman, cormorant, vermi-fuge, farm, farmer, pharmacy, pharmacist, firm, firmly, firmer, firmest, affirm, affirmative, Sherman, sperm, balsam, Bullman, Pullman, Gilman, Gallicism, calumny, kalsomine, column, columbine, film, Falmouth. (*N*-hook) Permanency, vermin, pulmonary, fulminate. (Half-length and *N*-hook) Gormand, ferment (n.), firmament, habiliment, filament. †(15) Thermal, thermostat, skirmish.

Simple Form.—Dormer, term, turmoil, stormbound. (*N*-hook) Terminal.=46.

KEY.



GROUPS 2-5. KEY WORDS.

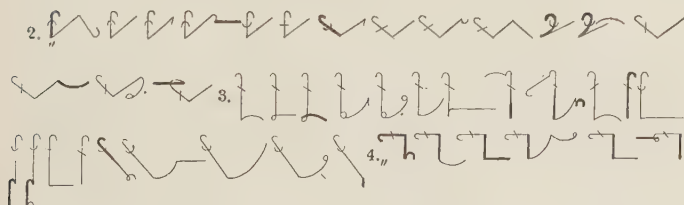
2. Billerica, pillar, pillory, pilloried, pallor, puller, gallery, collar (choler), cholera, choleric, valor, valorous. †(15) Color, coloring, colorless, discolor.

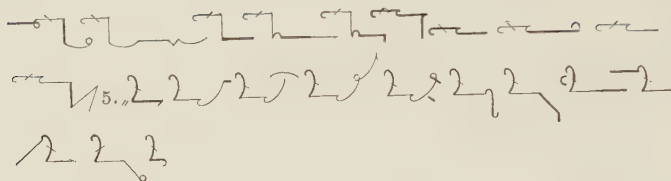
3. Purpose, purposed, purposes, purposely, purposeless, purple, perpetrate, superb, hyperbole, porpoise, bulb, palpitate, palpable, palpably, pulpit, pulp, galaxy, calculate, calculator, calculus, calico.

4. Derby, turban, turbid, turbulence, turbot, disturb, disturbance, turpentine, torpid, torpidity, torpedo, dirigible, dirge, turgid, torch, torchbearer.

5. Verdi, virtue, virtuous, virtuously, virtuoso, vertebra, vertigo, averted, divert, revert, vortex. (Half-length and *N*-hook) Verdant.= 66.

KEY.





GROUPS 6-10. KEY WORDS.

6. Shear (sheer), cashier, sharp, sharpener, sharpened, sharpest, shark, Sharkey, Charlotte, surety, surely, surest, luxurious, luxuriously, shore, shorn, sherbet, shirk, shirred, shirt, Sherlock, Shirley. (*N*-hook) Charlatan. (Vowel through compound omitted) Sure, assure, assuredly, assuring, assurance, reassurance, ashore.

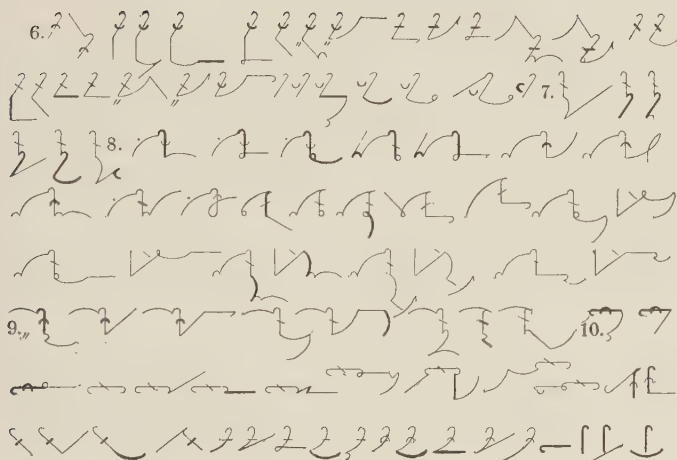
7. Perforator, perjure, perjury, perjurer, perjuring. (Half-length) Perforate.

8. Embarrass, embarrassed, embarrassing, reimburse, reimbursed, imperial, imperialism, imperious, emporium, empiricism, symbolic, impulse, impulsive. (*N*-hook) Cosmopolitan, metropolitan. (Contrasts) Impersonal, personal; impersonate, personate; impervious, pervious; imperfectly, perfectly; impertinent, pertinent.

9. Siberian, superior, superiority, supernal, superlative, superfluous, sapolio, sepulchral.

10. Dearly, dearer, dearest, turn, turner, turned, turnout, turnstile, returnable, lantern, taciturn, waybill, built, call, caller, calling, recall, full, fuller, fullest, fulling, fully, fill, filling, filled, filler, filter. (*v.u.*) Dear, bill, biller, billing. = 101.

KEY.



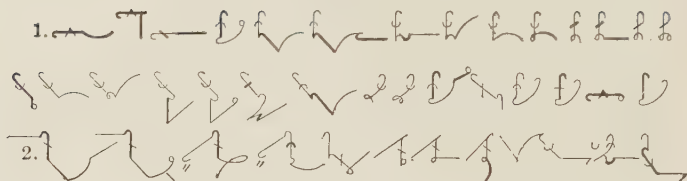
Group 11. Miscellaneous.

KEY WORDS.

During, durable, toward, bilious, pilgrim, pilgrimage, palliate, pallium, palace, palaces, palsy, palsied, policy, policies, gallows, callous, calcium, caliber, calipers, cauliflower, kilogram, fallacy, fallacies. (Half-lengths) Billiards, culprit. (*N*-hook) Pillion, bullion. (*N*-hook and circle) Durance. (*v. u.*) Billion.

Tubercular, tuberculous, Hibernicism, Hyperion, precursor, repulse, repulsed, repulsive, comicality, affiliate. (Half-length) Prodigality.= 40.

KEY.

**Vowel of Unaccented False Compound Expressed.**

In most initial unaccented false compounds which are *derived from true compounds* it is necessary to express the vowel. The reason for this will be self-evident.

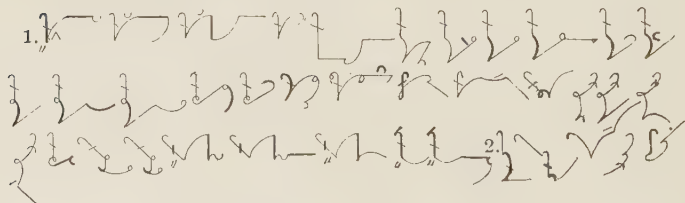
It is sometimes necessary to express the vowel of an *intermediate unaccented false compound*.

KEY WORDS.

Bermuda, pyramidal, perambulate, permission, perpetuate, perfumery, perforce, perverse, perversity, perversion, purveyor, persevere, persevering, perseverance, persuasive, persuasion, vermicelli, spermaceti, balsamic, pulmonic, coliseum, philosophy, philosopher, philosophize, philosophic. (Half-length) Persuade. (Contrasts) Correspondence, correspondents. †(14) Columbia, columbiad, Columbus. (Intermediate) Auburn, Auburndale.

Vowel of Initial False Compound Unnecessary.—Pervert, corporeal, thermometer, fulfil, billionaire.= 38.

KEY.



False Compounds Halved and Doubled.**KEY WORDS.****Vowel Through Compound Expressed.**

Port, portfolio, portable, portly, deport, import, importing, export, exported, passport, report, support, Portsmouth. (*N*-hook.) Deportment, transport, transportable.

Sport, sportsmanship.

Court, courtyard, courthouse, courting, courtly, courtliness.

Courtesy, discourtesy, courteous, discourteous, courteously, courteousness.

Called, recalled.

Partisan, partisanship, participle.

Vowel Through Initial Compound Omitted.

Part, partly, parting, party, partner, partnership, copartner, copartnership, apart, apartments, depart, impart, particle.

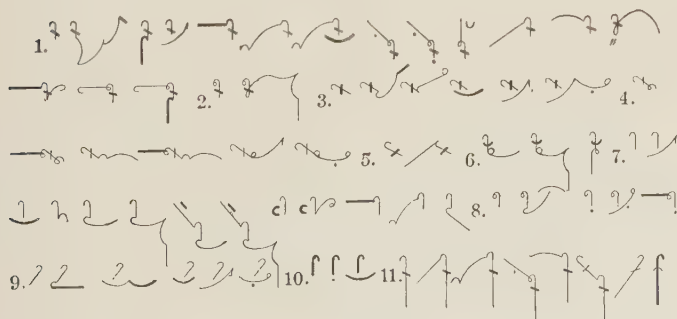
Spirit, spirituous, spirited, spiritless, dispirited.

Short, shortage, shortening, shortened, shortly, shortness.

Build (billed), built, building.

Double-Lengths.

Porter, reporter, importer, exporter, supporter, colporter, shorter, builder. = 69.

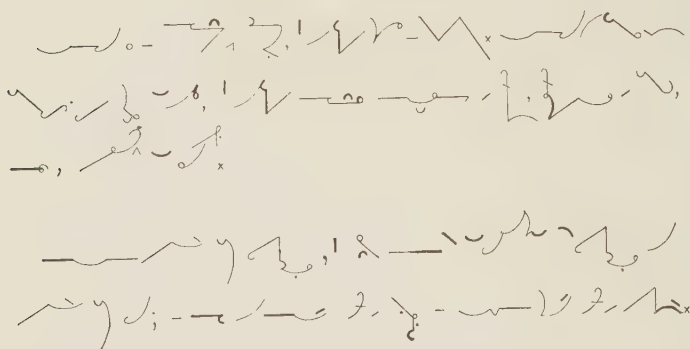
KEY.

WRITING EXERCISE LIV.

Introducing *perform*. (See page 217.)

Every young man *is* now a sower of seed *on-the* field of life. These bright days of youth *are the* seed-time. Every thought *of-your* intellect, every emotion *of-your* heart, every word *of-your* tongue, every *principle* you adopt, every act you *perform*, *is* a seed, good or evil fruit of which *will-be* the bliss or bane *of-your* future years.= 65. —*Wise.*

READING EXERCISE XXIV.



— James Freeman Clarke.

False Compounds Unaccented.

KEY WORDS.

Final.— Arbor, Cowper, ¹ogre, ¹massacre, odor, over, verbal, opal, Donegal, Ingalls, rhythmical, comical, classical, awful, lawful. (Half-lengths) Prodigious, medical, critical, egotistical, regretful. (True compounds implied) Cylindrical, metrical,

¹ Pronounced as if there were a vowel between the parts of the compound.

symmetrical, geometrical, misanthropical, philanthropical,
†(26) Ethical. †(93) Theoretical.

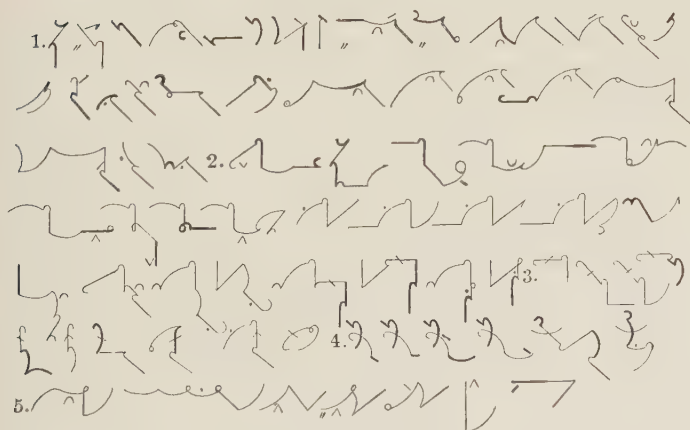
Intermediate.—Hibernate, arboretum, tuberculosis, superannuated, supercilious, superinduce, superscribe, supersede, supernumerary, emperor, temporal, temporary, temporarily, eagerly, beneficiary. (Half-length) Hypercritical. (Contrasts) Imperfection, perfection; imperturbable, perturbable; imperceptible, perceptible.

Containing Accented False Compounds.—Torpor, corporate, corporal, turnover, pulverize, pilfer, vertical, symbolical, empirical, merciful.

Unusual Forms.—Overthrow, overthrew, overthrowing, overthrown, unequivocal. (Half-length) Uneventful.

Compounds Not Used.—Municipal, nonsensical, lucre, Lucifer, sulphur, pupil, daughter.= 73.

KEY.



FOR INDEPENDENT WORK.

Dover, envelope, evil, fiber, oval, prosper, shameful, symbol (cymbal), symbolism, symbolize, Tiber, tiger, toper, vapor, viper, woeful. (V.A.S.O.E.) Botannical, hysterical, mechanical, political, tyrannical. (Half-lengths) Prospered, sobered, tempered. (v.u.) Barber, carnival, harbor, harmful, Harper, superstitious, supervise, supervisor, supervision, surgical, truthful.= 36.

WRITING EXERCISE LV.

Introducing *largest, largeness*. (See page 219.)

Take Care of Your Body.

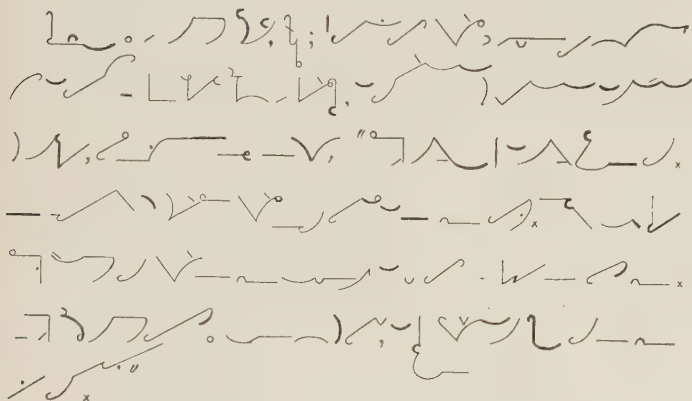
Civilization *has already* outrun *the* bodies. Nobody can keep *up with it*. Wasteful *as-we-are of* other things, *we-are more* wasteful *of* ourselves. I plead guilty *to* this. *We-are* burning *the* candle at both ends. Sick people *are the* brakes that-*are* whistled down *on-the* wheels *of-the*-world's progress. *They-are* a part *of-the* millstones hung about its neck. *They* bring about, *it-is-true*, a wonderful tenderness and *largeness of* soul, but *if there-were* no sick people *the* energies thus consumed might-*be* spent *in-a* better way and *the-world* would speed *forward* faster.

The first great prerequisite *of* success *is* good bodily condition. It-should-*be* made a religion. *The* pulpit should preach it and-*the* teachers should teach it. Before *we-can accomplish* our best *we* must become *more*, bodily, so that-*the* soul beneath shall *have* its *largest* and best *opportunity*. = 153.

—Mary A. Livermore.

READING EXERCISE XXV.

Do Not Dream!



— J. G. Holland.

False Compounds Implied.

A false compound may be implied in a double-length. In accented and prominent syllables the vowel is written through the latter half of the consonant doubled; in unaccented syllables (unless prominent) the vowel is omitted.

In words like *entire*, *endure*, the initial vowel may be safely omitted.

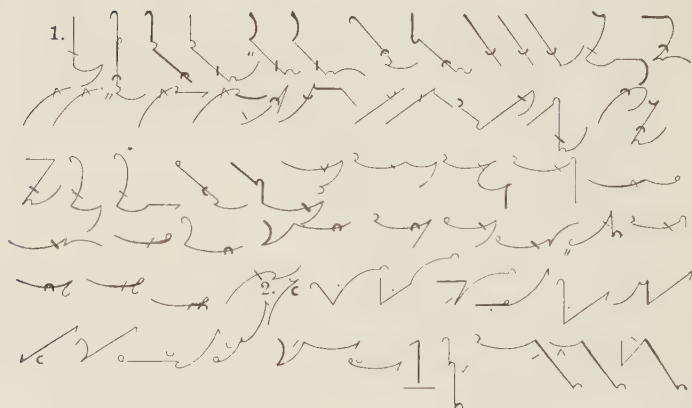
KEY WORDS.

Paternal, Presbyterian, brigadier, pictorial, Victoria, victorious, criterion, bacteria, guitar, catarrh, catarrhal, alternative, deleterious, mature, matured, maturity, maturing, ulterior, lethargic, retire, rhetorical, equatorial, reportorial, material, arterial, territorial, fraternal, fraternity, sectarian, gubernatorial, entirely, internal, interminable, interpreter, endurance, notori-

ous, endorse, frontier, volunteer, interior, senatorial, sanatorium, Euterpe. (Half-lengths) Interpret, endearment, endorsement. †(13) Endorsee. (N-hook) Maternal.

Implied False-Compound Syllable Unaccented.—Amateur, crematory, peremptory, dormitory, desultory, preparatory, laboratory, oratory, offertory, statutory, salutary, voluntary, sanitary, obdurate, proprietary, interrogatory, nugatory, purgatory. = 66.

KEY.



WRITING EXERCISE LVI.

Introducing *altogether*, *ignorance*, *republic*, and the irregular phrase, *it-has-been-said*.



Silence Not Always Golden.

We are told that—the age of oratory is past. However that may-be, the age for “talking sense” is not past. Besides, the citizen of—a republic should feel that neither his material nor his mental possessions belong altogether to himself alone. That—is true public spirit. It—has—been—said that he—is—a benefactor of mankind who makes two blades of grass grow where only one grew before; a much greater blessing is he to his fellow-men who plants a truth or a useful idea where ignorance or error was before. More good has—been done by wise words fitly spoken than by all—the silent acts of power which history records or the poets have sung. = 121. —*Carl Schurz.*

Widened-Hook False Compounds.

D-L, T-L, M-L, SH-L, W-L, Y-L, H-L, BR-L, PR-L, PR-V,
PR-F.

ccccc

Abbreviations Derived from Widened Hooks.

Deliver, delivers, delivered, undelivered, deliverer, delivering,
delivery, non-delivery, deliverance, brilliant, brilliants, brilliantly,
brilliance, brilliancy, April.=15.

KEY.

c c c . c . c / c c ~ c c n n n
n n

KEY WORDS. NO. 1.

Widened Hook Syllable Accented.—(Vowel through Widened Hook Compound expressed) Dahlia, indulge, idolatry, idolatrous, retaliate, maelstrom, partiality, William, yield, eulogies, eulogize, heliotrope, Holyoke, sarsaparilla, prove, reprove, depraved, depravity, province, Provincetown, privacy, prefix, profile, reproof, prophecy. (Half-lengths) Cordiality, spirituality. (Vowel through Widened Hook Compound not expressed) Deluge, telephone, telegram, telescope, wealth, wealthy, wealthiest, help, helplessly, health, healthful, previous, previously, privilege, approve, approval, disapproved, disapproval, prevalence, preference, prophesy, prophesied.

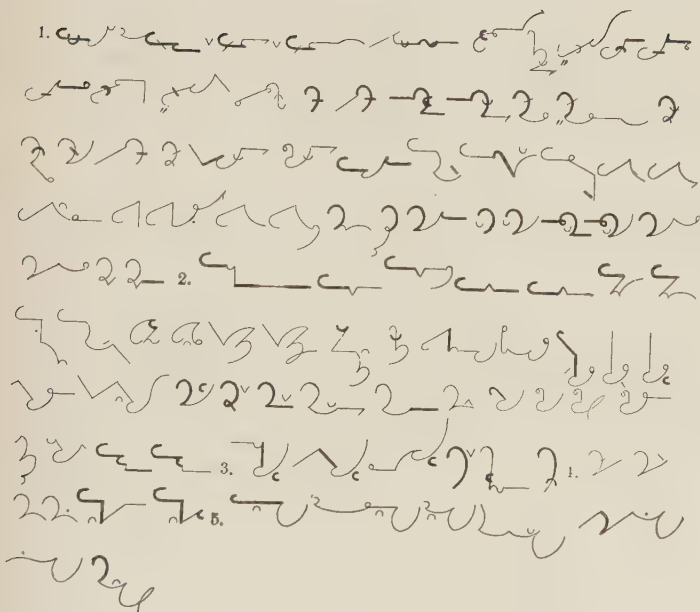
Widened Hook Syllable Unaccented.—(Vowel through Compound unnecessary) Dilapidated, delight, delightful, delude, dilute, delirium, delirious, telepathy, telephonic, malaria, malicious, commercial, commercialism, artificial, partial, habitual, spaniels, globules, populous, populace, oculist, curriculum, prevail, proviso, provide, profanity, profound, profuse. (Half-lengths) Gradual, spiritual, spiritualism, spiritualist. †(6) Officially. †(12) Actually. †(13) Delayed, dilate.

Widened-Hook Compounds Doubled.—Tabulator, regulator, stimulator, provider. (False compounds implied) Proletariat, privateer.

Contrasts.—Proffer, prefer; preface, profess; deliberate (adj.), deliberate (v.).

SH-L, Simple Form after D, T, N.—Judicial, interstitial, initial, financial, reverential, essential, provincialism.=104.

KEY.

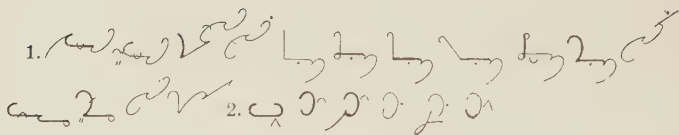


KEY WORDS. NO. 2.

N-Hook.— Medallion, Italian, vermillion, mullioned, potential, presidential, prudential, credential, substantial, providential, millionaire. (*N-hook and circle*.) Diligence, Providence. (*v.u.*) Million, preliminary.

ZHN or SHN.— Delusion, provision, provisional, profession, professionalism, profusion. = 21.

KEY.



FOR INDEPENDENT WORK

Vowel of Widened Hook Accented.—Deprive, privately, profit (prophet), profitably, profligacy, provender, proverb, re-prieve, reprovably.

Vowel of Widened Hook Unaccented.—Annually, casual, casualty, crucial, delicious, facial, filial, glacial, granular, improvised, malarial, miraculous, pendulum, postulate, profane, professor, prophetic, proverbial, regulate, secular, social, socialism, socialist, special, specialist, specialty. (A.v.o.) Fabulous, pendulous, stimulus, tremulous. (Hook) Militia. (Half-lengths) Fraudulent, prevaricate, prevent, preventive, schedules. = 46.

WRITING EXERCISE LVII.

Whatever house *we* live *in*, *we* carry light *or* shadow every time *we* enter the door. Here-*is-a* strong motive *for* self-improvement—in adding *to-the* worth *of* our-own lives, *we* enrich *the* lives *of* others. Gracious manners *give* an agreeable flavor *to* our ordinary intercourse; and gracious manners come most naturally *to* people *whose* hearts *are* kind.

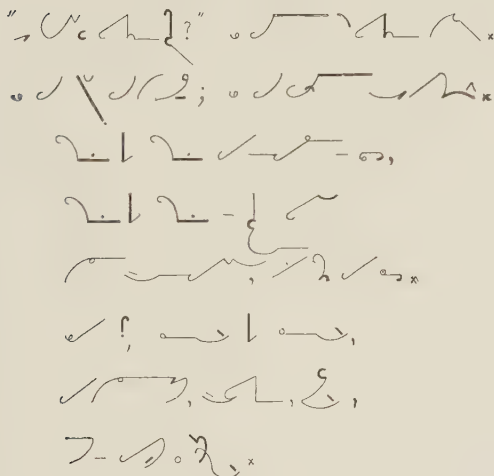
The new education *is* full *of* eyes,— eyes *which* look *in* all directions, searching near and far, *with* microscope, field-glass and telescope. It is many-handed, *also*; furnished *with* tools *for* various work. But *the* aim *is* single,— *to* put good *in-the*-place

of evil, truth in-the-place of error, and life more abundant in-the-place of weakness, failure, and degeneracy. = 123.

—Charles Gordon Ames.

READING EXERCISE XXVI.

Habits.



— John Boyle O'Reilly.

Review Exercises.

ACCENTED VOWEL OMITTED.

Abreast, acclaim, address, afraid, anthropometric, anthropomorphism, applause, approve, approval, ashore, assessable, assure, assurance, assuredly, assuring, astronomy, astronomer, astronomical, balsamic, classic, clinic, Columbia, columbiad,

Columbus, cylindrical, delirium, delirious, disapproval, disapproved, Ecclesiastes, ecclesiastic, ecclesiasticism, encircle, enclose, enclosure, exclusively, excruciating, excusable, engross, explicitly, explode, explorer, exposure, expression, extreme, extremity, extravagance, fabulous, follow, formerly, fratricide, frigid, geometrical, helplessly, hydrogen, hydrophobia, introduce, irreclaimable, irresistible, lantern, malleable, massacre, matricide, matrimony, matrimonial, metrical, misanthrope, misanthropist, misanthropy, nitrogen, nitroglycerine, oblige, pendulous, perfumery, permission, perpetuate, persevere, perseverance, persevering, persuasive, persuasiveness, perverse, perversity, perversion, philosophy, philosopher, philosophize, pitiable, populace, populous, predominate, premium, prettier, prettiest, previous, previously, prophesy, prophesied, reassurance, regulator, retrogression, stimulator, stimulus, telephone, telegram, telescope, thorough, transit, transparency, tremulous, trivial, unblemished, unequivocal, waybill, wealthiest.

Half-Lengths.—Accountable, apart, apartments, copartner, copartnership, correspondence, correspondents, criticize, egotistical, excluded, extravagantly, greedy, greedier, greedily, greediest, greediness, impart, manacled, party, precept, portfolio, retrograde, shortness, spiritless, suppliant, supplicate, transept.= 144.

VOWELS UNNECESSARY.

Barber, bill, biller, billing, billion, blink, branches, bridge, bring, bringing, brink, brittle, browned, carnival, Christendom, Christian, Christianity, Christmas, claim, clear, clearer, clearest, cling, clink, clinker, commercial, commercialism, crinkle, crowned, dear, disastrous, disastrously, draughtsman, draughtsmanship, drift, driven, flicker, fling, former, foundry, from,

frowned, glance, glanced, glances, glancing, glimmer, glory, glycerine, gracious, grasp, grocer, grocery, ground, harbor, harmful, Harper, health, healthful, help, hindrance, laundry, million, nor, place, placed, places, placing, plain (plane), plaintive, pleased, preach, preface, preference, preliminary, pretty, prevalence, price, primer, prince, prinking, prism, privilege, profound, refrigerator, shrink, shrinkage, shrinking, shrivel, shriven, splash, splice, split, spring, sprinkle, stream, streamer, street, string, strive, striven, sublime, sublimity, superstitious, supervise, supervisor, supervision, supreme, sure, surgical, travel, traveled, traveler, traveling, treasurer, tribune, trinket, trust, truth, truthful, twinkle, unsearchable, wealth, wealthy, wintry.

Half-Lengths.— Build (billed), builded, building, claimant, crinkled, criticism, criticized, criticizing, depart, dispirited, glad, gladdened, gladdens, gladly, gradual, graduate, great (grate), greatest, grating, greatly, mangled, part, particle, parting, partly, partner, partnership, Protestant, scrambled, secluding, short, shortage, shortened, shortening, shortly, spendthrift, splint, splinter, spirit, spirited, spiritual, spiritualism, spiritualist, spirituous, sprinkled, strand, strangled, supplement.= 177.

SPECIAL SHORTENING PRINCIPLES.

Substitutions.

KEY WORDS.

†(49) Franchise, disfranchisement, enfranchisement, drench, drenching, trench, entrench, retrenchment.=8.

KEY.



WH, P, K, Omitted.

WH is omitted only in the word *overwhelm* and its derivatives.

In *Scription* both *P* and Short-*I* are omitted.

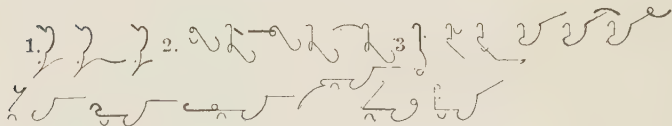
KEY WORDS.

WH.— Overwhelm, overwhelming. (Half-length) Overwhelmed.

†(98) *P*.— Ascription, proscription. (v.u.) Description, prescription, superscription.

†(99) *K*.— (After *BR*) Breakfast. (After half-length *PR*) Practical, practicality. (v.u.) Particular, particularize, particularizing. (Between a horizontal stroke and *YL*) Articulate, ejaculate, gesticulate, matriculate, ridiculous, spectacular.=20.

KEY.



Prefix CON or COM (CUN or CUM) Joined to Compounds.

Before *all* compounds *CON* or *COM* is written in the direction of *K*.

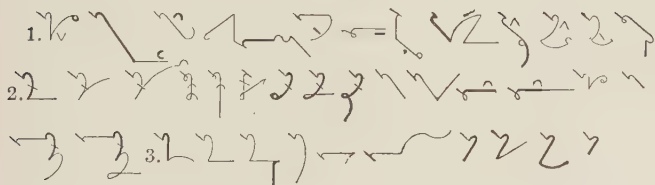
KEY WORDS. NO. 1.

Compromise, congregate, concretion, hypochondriac, control, construe, complex, conglomerate, conclusive, confluence. (Half-lengths) Confront, conscript.

False Compounds.—Convert, confirm, confirmatory, conspiracy, conspirator, compulsory, convulse, convulsed, convulsive. (False compounds unaccented) Conquer, conqueror, consider, considerate. (Compounds halved) Compartments, conquered. †(180) Controversial, controversialist.

CUM or CUN.—Cumbersome, comfort, comfortable, comforter, country, countryman, conjure, conjuror, conjuring. (Half-length) Conjured.= 39.

KEY.



KEY WORDS. NO. 2.

Congruous, complacency, conclave. (Contrasts) Compress (v.), compress (n.).

Compounds Halved.—Concrete, concretely, consecrate, complete, conclude. (v.u.) Completed, completing, completely, concluded, concluding, congratulate.

ZHN or SHN.—Compression, Congressional, contribution, contrition, complexion. (False compounds) Compulsion, convulsion. (v.u.) Completion, conclusion.

H Omitted.—Comprehend, comprehensive, comprehension.

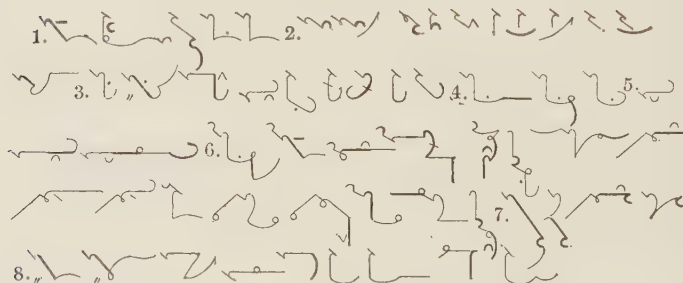
K Omitted.—Contraction, contradiction, contradistinction.

Compound Prefixes.—Incomprehensible, incongruous, inconsiderate, incontrovertible, inconceivable, preconception, uncompromising, reconsider, reconstruct, reconstruction, accomplice, circumference, circumscribe, incumbrance, discomfort. (*CON* in direction contrary to simple prefix) Preconceive.

ATION.—Congregational, conflagration, reconsideration, (False compound) Confirmation.

Vowels Unnecessary.—Congress, Congressman, contrarily, contrast, contrive, complain, complaint, constable. (Half-lengths) Complainant.=55.

KEY.



Prefix IN Joined to Compounds.

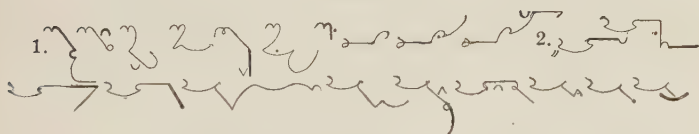
When *IN* is used before compounds it is written with the form of *IF* except before *STR*.

KEY WORDS. NO. 1.

Ingratiate, increase, infraction, inshrine, inscribe, influential. (Half-length) Inbred. (Regular form of *IN*) Instrument, instrumental, instrumentality.

IN, Full Form.—Indra, intrepid, intruder, intrigue, inclemency, incline, inclusive. (*N*-hook) Intrinsic. (Half-lengths) Include, included, including.= 21.

KEY.



KEY WORDS. NO. 2.

Compounds Halved.—Ingredients, incredible, incredibly, incredulous, inscrutable, ingratitude.

False Compounds.—Invert, infirmity, insures, insurance, injurious, injuriously, injury. (Half-length) Injured.

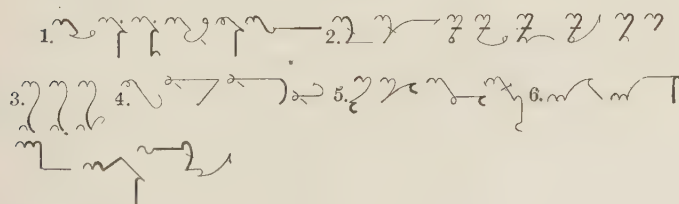
Substitutions.—Infringe, infringed. (Half-length) Infringement

P and K Omitted.—Inscription, instructor, instructive, instruction.

ATION.—Inflation, inflammation, incrustation, incorporation.

IN Joined to Vowels.—Inimical, inimitable, inebriate. (Half-length) Ineradicable. (Half-length and *N*-hook) Inadvertently.= 30.

KEY.



Endings. No. 4.

Graph, Graphic, Ographer, Ological, Soever.

KEY WORDS.

GRAPH (*GR*).— Autograph, biograph, hectograph, multi-graph, photograph, phonograph, mimeograph, paragraph. (False compound) Caligraph. (v.u.) Telegraph.

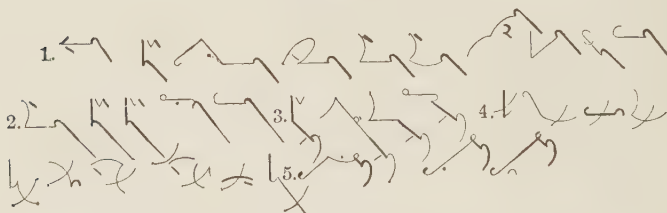
GRAPHIC (*GR, K*).— Photographic, biographic, biographical. (*N*-hook) Stenographic. (v.u.) Telegraphic.

OGRAPHER (*Short-O, G, FR*).— Biographer, lexicographer, photographer. (*N*-hook) Stenographer.

OLOGICAL (*L intersected*).— Biological, chronological, geological, phrenological, pathological, theological, sociological, sociologically, zoölogical. (Implied false compound) Bacteriological.

SOEVER (*Circle, O, VR*).— Whensoever, wheresoever, whithersoever.=32.

KEY.



New Words under Review Principles.

Consonants Shaded.— Railway. (v.u.) Chargeable.

H, P, K Omitted.— Abstract, apprehension, attraction, attractive, destructive, extract, indestructible, jurisdiction, misapprehension, overhaul, overhead, overhear, overhung, per-

haps, preëmption, prehistoric, prohibit, prohibition, prohibitory, prospector, prospectus, prospectuses, protectorate, reproduction, restriction, speculator, superhuman, uninstructed, verdict. (True compounds implied) Introductory, introduction, introspection, retrospection. (Half-lengths) Overheard, respectable, respectful, retrospect, shorthand, shorthand-writer, spectacle. †(164) Overhanging. (Contrasts) Abraham, Abram.

Substitutions.—Cringe, revengeful, tangible, intangible. (v.u.) Changeable, stranger. †(137) Estrange, estrangement.

Prefixes.—Confidential, contemporary, counterstroke, fireproof, inaudible, incorrigible, incorruptible, indiscernible, indomitable, industrial, ineffable, inestimable, inevitable, inexorable, inextricable, inoculate, insufferable, invulnerable. (Half-lengths) Ineffectual, self-indulgent, uninterpreted. (v.u.) Self-supporting. †(49) Adjourned, adjournment.

Endings.—Affiliation, affirmation, altruistic, appreciation, appropriation, arbitration, calculation, celebration, declaration, deliberation, delineation, dirigibility, discoloration, duration, enumeration, exaggeration, fermentation, fulmination, illustration, indestructibility, journalistic, materialistic, modulation, palliation, peregrination, perforation, perturbation, probability, precision, pretensions, proclamation, prostration, re-creation, retaliation, simulation, socialistic, speculation, strangulation, stricture, supererogation, superstructure, supplication, translation, transmigration, transposition, tribulation, verdure. (Half-lengths) Courtier, culture, floriculture, grandeur, gratitude, horticulture, nomenclature, platitude, temperature, transportation. (v.u.) Creature, departure, graduation, spiritualistic. (Endings used intermediately) Structural, transfiguration. (Contrasts) Culmination, culminate. = 142.

KEY.

1. 2.

3.

4.

5.

Phrases Regularly Formed.

(Key Unnecessary.)

For the press, for the price, in the spring, from you, hear from you, to hear from you, from your city, from this, from this day, (date, time, month, moment), it is true, the same price, for the same price, we trust, we presume, it is probable, it is probably.

For the place, in the place, the same place, in the same place, for the same place, pleased to be, (go, give you, do, do it, do so, have, know, take, tell), I am pleased, I am pleased to be (etc.), we are pleased, we are pleased to be (etc.), it is possible, for example, first class.

Half-Lengths.— At present, for the present, in the present, great many, I am glad, we are glad, you are glad, we regret, I am prepared, we are prepared, yours very respectfully, yours cordially.

False Compounds.— To be sure, may be sure, can be sure, must be sure, I am sure, you will be sure, insurance company, for the purpose, dear Sir, (Sirs, Madam, Miss, Mrs., friend), (Half-lengths) In part, for the most part, the same part, for the same part, in short, District Court, Supreme Court, the same spirit, in the same spirit.

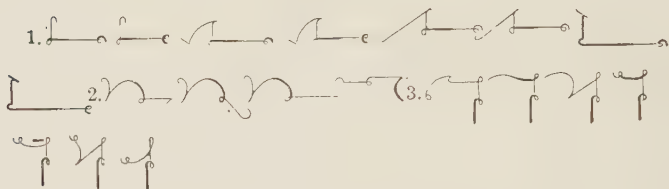
Special Phrases.

Alphabetic-S Changed to Circle.— Pleased to see, (say), I am pleased to see, (say), we are pleased to see, (say), obliged to see, (say).

Circle Representing Two Successive Sounds of S in Different Words.— From this city, from this section, from this state, it is strange.

Circle Used for AS.—As much as possible, so long as possible, so far as possible. (Initial *AS* written in full) As long as possible, as soon as possible, as far as possible, as well as possible.

KEY.



SUMMARY OF ABBREVIATIONS INTRODUCED IN SECTION FOUR.

Altogether, April, brilliant, brilliants, brilliance, brilliancy, brilliantly, brother, brothers, brotherhood, brother-in-law, brotherly, brotherliness, deliver, delivers, deliverance, delivered, deliverer, delivering, delivery, displeasure, forming, forward, ignorance, invaluable, largest, largeness, Mr., non-delivery, perform, pleasure, pleasures, pleasurable, pleasurably, pleasuring, principal (principle), principals (principles), principally, principalship, republic, strength, undelivered, unprincipled, value, values, valuable, valuation, valued, valuing, valueless.

= 52.

Summary.

Number of words keyed	1,648
Number of words for independent work	288
Number of abbreviations	52
<hr/>	
Total	1,988

SECTION FIVE.

Abbreviations and Irregular Phrases.

*The world turns aside to let any man pass who knows whither
he is going.*

— RALPH WALDO EMERSON.

ABBREVIATIONS.

Complete Alphabetical List.

Abbreviations within the parentheses are not keyed. Derivatives which have a disjoined part, whether within or without the parentheses, are in *italics*. There are a few root abbreviations also which have a disjoined part; these are marked by the double dagger (‡).

The only abbreviations represented by purely arbitrary forms are *advantage, the, there (their)*, and their derivatives.

In the writing exercises the particular abbreviations on which it is intended that the mind should be centered are printed in CAPITALS. The others, here used merely incidentally, are printed, as elsewhere, in *italics*.

A.

ABBREVIATE (-s, -ing) abbreviated abbreviation (-s)	ADMINISTRATE (-s, -ing, -or) administrated administratrix administration
ACCEPT (-s, -ed, -ing, -ance) acceptable (-bly) acceptation <i>non-acceptance</i>	ADVANTAGE (-s) advantageous advantageously disadvantage (-s, -ous, -ously)
ACCOMPANY (-s, -ed, -ment) <i>accompanying</i> <i>unaccompanied</i>	ADVERTISE (-ed, -er, -ing) advertises advertisement
ACCOMPLISH (-ed, -ment) accomplishing accomplishes	AFFIDAVIT AFTERWARD
ACKNOWLEDGE (-ed, -ing, -ment) acknowledges <i>unacknowledged</i>	AGO AGRICULTURE (-ist) <i>agricultural</i> <i>agriculturalist</i>
ADMINISTER (-s, -ing) administered	ALCOHOL

WRITING EXERCISE.

1. *The* ADVERTISEMENT was *so* ABBREVIATED as *to-be* ambiguous.
2. I hereby ACKNOWLEDGE *your* kind invitation *to* ACCOMPANY *you to-the* AGRICULTURAL exhibit.
3. *We*-were both ASTONISHED and DISAPPOINTED *to* learn that *they*-were not ALTOGETHER satisfied *with-the* ADMINISTRATION *of-the* estate.
4. What ADVANTAGE *do-you* expect *to* gain by delaying *your* trip until APRIL?
5. *We*-were advised *to* obtain *the* ALCOHOL at *-the* APOTHECARY'S *on-the* AVENUE.
6. *The* AFFIDAVIT was taken by my ATTORNEY at ATLANTIC City.
7. *We-are* ALWAYS glad *to* learn that our early friends *have not been* ALIENATED from our cause.
8. *The* notes *which* were AFTERWARD/¹⁰⁰ found did-not prove *to-be* APPLICABLE *to-the* case.
9. *To-the* true ARISTOCRACY, *the* ARISTOCRACY of character, every-one *is* eligible.
10. Among our INALIENABLE rights *is* "*the* right *to* life, liberty, and-*the* pursuit of happiness." = 137.

B.

{ BE (-ing)	BEHAVIOR
{ BEEN	BRILLIANT (-s, -ly)
{ BANK (-ed)	brilliance
banking	brilliancy
banker	BROTHER (-s, -ly, -liness)
bankrupt	brotherhood
bankruptcy	brother-in-law
{ BEGIN (-er, -ing)	BUSINESS
{ BEGUN	businesslike
begins	unbusinesslike

KEY.

1. | + | / \ / \ \ \ 2. }

WRITING EXERCISE.

1. Our BUSINESS was *with-the* president *of-the* BANK.
2. His BROTHER has decided to train *for-the* BANKING BUSINESS.
3. It-is-a greater calamity to become BANKRUPT *in* health than *in* money.
4. UNBUSINESSLIKE methods *are* likely to lead to BANKRUPTCY.
5. Had-you BEGUN *at-the* BEGINNING, you would-have-been more successful.
6. Beware *of-the* man whose BEHAVIOR shows that *he-is* more concerned *with* "seeming" true than "BEING" true.
7. "Every act BEGINS *with* a thought."
8. It-is-possible to mistake eccentricity *for* BRILLIANCY.
9. We-were shown a collection *of* gems *of* rare BRILLIANCY.
10. Friendly relations *may-be* brought about/¹⁰⁰ through a mutual belief *in-the* "BROTHERHOOD *of* man." = 109.

C.

{ CAPITAL (-s, -ly)	grandchild
{ CAPITOL (-s)	grandchildren
capitalist (-s)	CHURCH (-es, -man, -men)
capitalize	CIRCUMSTANCE
capitalizes	circumstances
capitalized	circumstantial
capitalizing	COMPANION (-s, -ed, -less, -ship)
capitalization	companionable
CAPTAIN (-ed)	COMPANY (-s)
captaincy	CONSEQUENT (-ly)
uncaptained	consequence
CATALOG (-s, -ed, -er, -ing)	consequences
CATHOLIC (-s)	consequential
Catholicism	inconsequent (-tial)
CERTIFICATE (-s, -ed, -ing)	CONSTITUENT (-s)
CHILD (-like, -less)	constituency
child's	CONTINGENT (-ly)
childhood	contingency
childish (-ly, -ness)	contingencies
children	CONTINUE (-s, -ed, -ance, -ing)
children's	continual

continually

continuous

continuously

continuation

discontinue (-s, -ed, -ance, -ing,
-uation)

CONVENIENT (-ly)

convenience

conveniences

inconvenient (-ly, -ience, -iencies)

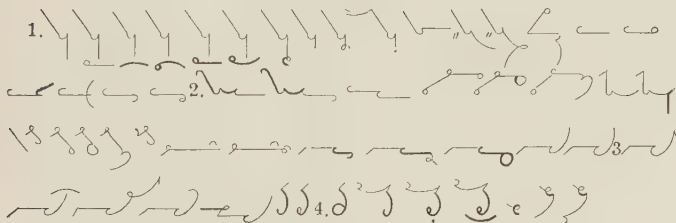
*inconvenienced**inconveniencing*

CONVERSATION (-s)

conversational (-ist)

conversationally

KEY.



WRITING EXERCISE.

1. A great amount of CAPITAL was invested in the CAPITOL building.
2. The CAPTAIN named one of his subordinates as his successor to the CAPTAINCY.
3. We met many CATHOLICS on their way to the Cathedral.
4. We were seriously INCONVENIENCED by not finding the CERTIFICATES CATALOGUED.
5. "If you want a boy to have tough mental fiber in after life, keep him in CHILDHOOD on a few strong books that he must chew."
6. We found it CONVENIENT to seek the COMPANIONSHIP of the CHILDREN and GRANDCHILDREN.
7. If judged by CIRCUMSTANTIAL evidence, who would escape misjudgment?
8. The mayor lost the support of his CONSTITUENCY¹⁰⁰ as a CONSEQUENCE of violating his pledges.
9. As a result of these unfortunate CIRCUMSTANCES the CERTIFICATES were revoked.
10. This CONVERSATION proved utterly irrelevant and INCONSEQUENTIAL. = 125.

D.

‡DAUGHTER-IN-LAW

DEFENDANT (-s)

DEFICIENT

deficiency

deficiencies

DELINQUENT (-s)

delinquency

delinquencies

DELIVER (-s, -ed, -er, -ing, -y)

deliverance

non-delivery

undelivered

DEMOCRACY (-s)

DEMONSTRATE (-ing, -or)

demonstrated

demonstration

DEPARTMENT (-s, -al)

DEPONENT (-s)

DEPUTY (-s)

deputize (-ed, -ing)

deputizes

deputation

DESCRIPTIVE

DETERIORATE (-ing)

deteriorated

deterioration

DIFFICULT

difficulty

DIGNIFY (-s, -ed, -ing)

undignified

‡DIGNITARY (-s)

DISTINGUISH (-ed, -ing)

distinguishes

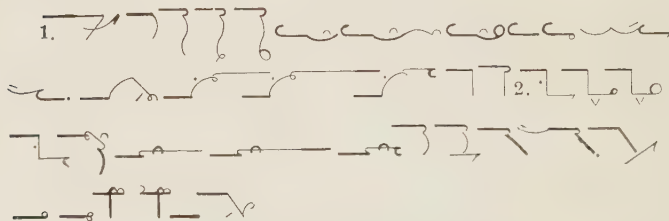
distinguishable

indistinguishable

Do

DOCUMENT (-ary)

KEY.



WRITING EXERCISE.

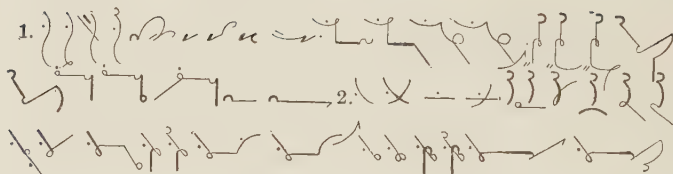
1. "DIFFICULTIES *may* intimidate *the* weak, but *they* act only as whole-some stimulus *to* men *of* pluck."
2. It-was impossible *to*-get satisfactory evidence concerning *the* DEFICIENCIES *of*-*the* DEPARTMENT.
3. *Who* can DELIVER us from *the* consequences *of* our-own misdeeds?

4. *The UNDELIVERED packages were afterward found in-the express office.*
5. *It-was but just that-the DELINQUENT should be punished for his many DELINQUENCIES.*
6. *A DEPONENT is always required to swear, or affirm, his deposition.*
7. *The greater the DIFFICULTIES, the more signal the victory.*
8. *Certain shades of green and blue are INDISTINGUISHABLE by artificial light.*
9. *How can anybody assume to¹⁰⁰ DIGNIFY proceedings so UNDIGNIFIED?*
10. *We should strive to DISTINGUISH between essentials and non-essentials in-everything.= 115.*

E.

EFFICIENT (-ly)	ETHNOLOGY
efficiency	<i>ethnological</i>
<i>coefficient</i>	ETYMOLOGY
inefficient (-ly, -cy)	<i>etymological</i>
EMOLUMENT	EVANGEL
EMPLOY (-s, -ed, -er, -ing)	<i>evangelist</i>
employment	evangelism
employe	<i>evangelize</i>
<i>unemployed</i>	evangelistic
ENCYCLOPEDIA (-s)	evangelical
encyclopedic	EXECUTIVE (-s, -ly)
ENTHUSIASTIC	EXECUTOR (-s)
<i>enthusiastically</i>	EXECUTRIX
EPISCOPAL	EXPLICABLE
Episcopalian	inexplicable (-bly)
Episcopalianism	EXTEMPORANEOUS
EQUILIBRIUM	<i>extemporaneously</i>
EQUIVALENT (-s)	EXTINGUISH (-ed, -er, -ing)
ESTABLISH (-ed, -ing, -ment)	extinguishes
establishes	extinguishable
re-establish (-es, -ed, -ing, -ment)	inextinguishable
ETERNAL (-ly)	EXTRAORDINARY
eternity	extraordinarily

KEY



WRITING EXERCISE.

1. As-a rule, an EFFICIENT workman can find steady EMPLOYMENT.
 2. "A genius *is* one *who-is* pursued by *the* ETERNAL Mind."
 3. *We*-find *the* latest ENCYCLOPEDIA a great improvement over *the* old one.
 4. *He* whose reliance *is upon-the* truth will not find it *difficult* to maintain *his* EQUILIBRIUM.
 5. It-*is* easier to found an ESTABLISHMENT than to maintain it.
 6. Marked EXECUTIVE ability was displayed by *the* manager of-*the* EVANGELISTIC movement.
 7. Neither an EXECUTOR nor an EXECUTRIX *has* yet *been* appointed.
 8. *With* busy people time *is the* EQUIVALENT of money.
 9. *In* trying to become distinguished, many *have* become EXTINGUISHED.^{/100}
 10. *The* light of truth *is* as INEXTINGUISHABLE as *the* light of-*the* sun.
- = 113.

F, G, H.

‡FATHER-IN-LAW

FAVOR (-s, -ed, -ing)

favorable (-bly)

favorite (-s)

favoritism

disfavor

unfavorable (-bly)

FEBRUARY

FOR

FOREGO (-es)

FORGIVE (-s, -en, -ing, -ingly, -ness)

forgivable

unforgiving (-en, -ingly)

unforgivable

FORM (-s, -ed, -er, -ing, -ation)

formal (-ist, -ism, -ize)

formally

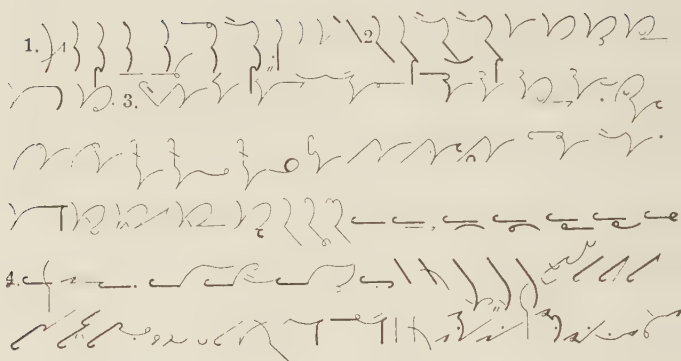
formality

formative

formless

chloroform (-ed)	<i>generalship</i>
conform (-ed, -er, -ing, -ist, -ation)	<i>outgenerated</i>
conformity	GENTLEMAN (-ly)
non-conformist	gentlemen
deform (-ed, -ity)	ungentlemanly
inform (-ed, -er, -ing, -al, -ally, -ation)	GENUINE (-ly, -ness)
informality	{ GO (-es)
<i>informant</i>	{ GIVE (-s, -en, -ing, -er)
malformation	<i>giveth</i>
misform (-ed)	GOVERNMENT (-s, -al)
misinform (-ed)	GOVERNOR (-s)
perform (-ed, -er, -ing)	<i>governorship</i>
performance	HALLELUJAH
performances	HARD (-en, -ened, -ens, -est, -ly, -ness, -ship, -tack, -ware)
platform	harder
reform (-ed, -er, -ing)	hardy
reformation	hardier
re-form (-ed, -ing, -ation)	hardihood
transform (-ed, -er, -ing, -ation)	hardiness
<i>unformed</i>	{ HIS
FORMIDABLE (-bly)	{ HAS
FORMULA	has n't
formulary	HAVE (-ing, -n't)
FORMULATE (-ed, -ing)	HE (<i>he'd</i>)
formulation	‡ HOMEOPATHIC
FREQUENT (-s, -ed, -er, -ing, -ly)	HONORABLE (-bly)
frequency	dishonorable (-bly)
infrequent (-ly, -cy)	HOPE (-s, -ed, -ing, -less, -lessly, -lessness, -ful, -fully, -fulness)
GENERAL (-s, -ly)	<i>hopeth</i>
<i>generality</i>	How
<i>generalize</i>	however
<i>generalizes</i>	howe'er
<i>generalized</i>	howsoever
<i>generalizing</i>	howsoe'er
generalization	anyhow
	somehow

KEY.



WRITING EXERCISE.

1. *The HARDEST thing to FORGIVE is an intentional injury.*
2. *The GENERAL's distinction may not rest on his GENERALSHIP alone.*
3. *A GENUINE cause is more easily advanced by a GENTLEMANLY presentation.*
4. *"Honor thy father and thy mother, that thy days may-be long in the land which the Lord thy God GIVETH thee."*
5. *"To whom much is GIVEN, of him much also shall-be required."*
6. *GOVERNMENTS derive "their just powers from the consent of-the governed."*
7. *We-cannot arrive at specific truth by broad GENERALIZATIONS.*
8. *Those only can appreciate ease who-have known HARDSHIPS.*
9. *Love "HOPETH all things, endureth all things."*
10. *By looking HOPEFULLY to-the future, we-shall obtain a better grasp on-the present. = 115.*

I, J, K, L.

IF
IGNORANT (-ly)
ignorance

IMMEDIATE
immediately
IMPORTANT

· WRITING EXERCISE.

1. IGNORANCE *of-the* law excuses no-one.
 2. "Joy *in* one's work *is* an IMPORTANT element *in-its* success."
 3. An INDIVIDUAL *of* marked INTEGRITY *of* character would INDIGNANTLY reject an unjust proposition.
 4. *To* pioneer a movement *is* one thing; *to* bring it *to* a successful ISSUE *is* another.
 5. "JUSTICE *is* the finest sense *of* honor *which* the human mind can frame."
 6. "KNOWLEDGE comes, but wisdom lingers."
 7. LANGUAGE *is* only *the* vehicle *of* thought and cannot *be* clearer than-*the* thought *which* prompts it.
 8. It-*is*-only through growth and experience that LARGER conceptions *are* obtained.
 9. Some-one *has* said that LANGUAGE/¹⁰⁰ was *given* *to* man *to* conceal *his* thoughts.
 10. AS-LONG-as *there-is* INTELLIGENT effort, *there* must-*be* growth.
- == 119.

· M, N, O.

MALIGNANT (-ly)	MONUMENT (-al)
malignancy	‡MOTHER-IN-LAW
MANUFACTURE (-s, -ed, -er, -ing)	MR.
manufactory	NATIONAL (-ist, -ize, -izes, -ized, -izing, -ism)
MANUMIT (-ed, -ing)	nationality
manumission	nationalization
MANUSCRIPT	international
{ MAY (AM)	NATURAL (-ly, -ize, -ized, -izing)
{ MORE	naturalization
moreover	supernatural (-ly)
evermore	unnatural (-ly)
forevermore	NEPHEW
furthermore	NORTHERN (-er)
nevermore	NOTARY-PUBLIC
MEMORANDUM	NOTHING
memoranda	nothingness
MESSENGER (-s)	NOTWITHSTANDING
MESSRS.	

NOVEMBER

OCCUPY (-s, -ed, -ing)

occupation (-s)*occupant**occupancy*

preoccupy (-s, -ed)

*preoccupation**unoccupied*

OCTOBER

OF

ON

OPINION (-s)

opinionated

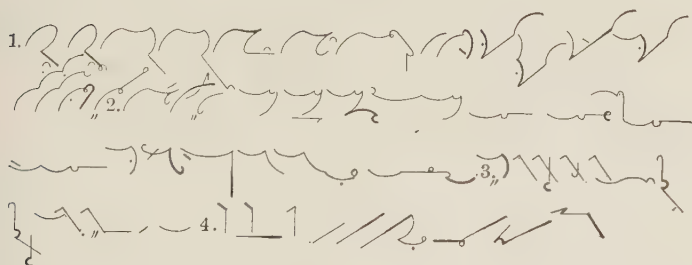
OPPORTUNITY (-s)

¹OR¹ORDER (-s, -ed, -ing, -ly)¹orderliness¹disorder (-s, -ed, -ly, -liness)¹re-order (-s, -ed, -ing)

OUTGO (-es)

¹Written through the line.

KEY.



WRITING EXERCISE.

1. The physician announced that—the fever was-not of—the MALIGNANT type.

2. There appeared to-be a merciless MALIGNANCY in-this strange power.

3. Have-you complete MEMORANDA of—the goods MANUFACTURED for MESSRS. — during the month of OCTOBER?

4. We-shall-be MANUFACTURING more of this line of goods in NOVEMBER.

5. Our NATIONAL flag was adopted by Congress, July, 1777.

6. A person of foreign birth cannot vote in-this country without being NATURALIZED.

7. Much time *may-be* saved by doing *things in* an ORDERLY way.

8. *The* INTERNATIONAL Peace Congress was *established for-the-* purpose of bringing about peace among/¹⁰⁰ nations.

9. *The* conflicting OPINIONS *of-the* different NATIONALITIES NATURALLY led *to* heated discussion.

10. It-must-be self-evident that *large* OUTGOES are incompatible with small incomes.= 125.

P, Q, R.

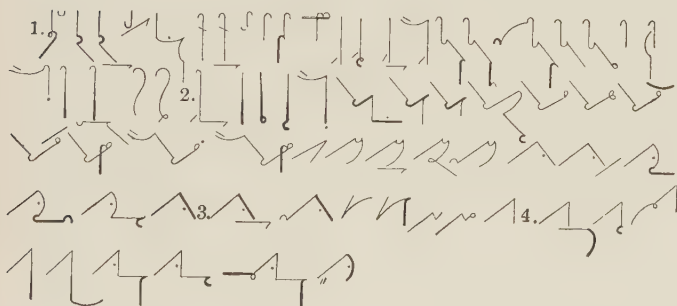
PASSENGER (-s)	PROPERTY (-s)
PECULIAR (-ly) <i>peculiarity</i>	{ PUBLIC (-ly)
‡PENITENTIARY (-s)	{ PUBLISH (-ed, -er, -ing) publishes
PENMANSHIP	publication (-s)
PERPENDICULAR (-ly) <i>perpendicularity</i>	<i>unpublished</i>
PLAINTIFF (-s)	QUADRUPED
PLEASURE.(-s, -ing) pleasurable (-bly) displeasure	QUADRUPLE quadrupled
POPULAR (-ly, -ize, -ized, -izing) popularization <i>popularity</i> unpopular (-ity)	QUALIFICATION
PRACTICABLE (-bly) practicability impracticable (-bly, -bility)	QUESTION (-ed) questions <i>questioning</i> <i>questioner</i> questionable (-bly) <i>unquestioned (-ing)</i> unquestionable (-bly)
PRACTICE (-ed, -ing) practices	RAILROAD (-s, -ed, -ing)
{ PRINCIPAL (-s, -ly),	RATIONAL (-ly, -ism) <i>rationality</i> rationalistic
{ PRINCIPLE (-s) <i>principalship</i> <i>unprincipled</i>	irrational (-ly)
PROBLEM (-s) <i>problematical</i>	RECTANGLE (-s) <i>rectangular</i>
PROFICIENT (-ly) proficiency	REFUGE refugee
	REFUTATION
	REGULAR (-ly)

regularity
 irregular (-ly, -ity)
 REMARK (-s, -ed, -ing)
 remarkable (-bly)
¹REPLY (-ed, -ing)
¹replies
 REPRESENT (-s, -ed, -ing)

representative
 representation
 misrepresent (-ed, -ing, -ation)
 REPUBLIC (-s)
 republican (-s, -ism)
 REPUTABLE (-bly)
 reputation
 disreputable (-bly)
 REVEREND

¹Written through the line.

KEY.



WRITING EXERCISE.

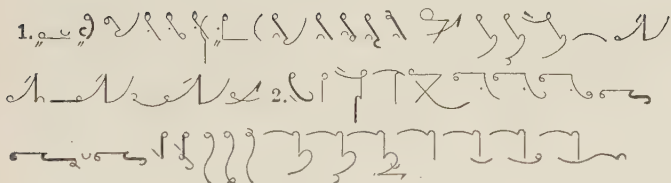
1. *There-is always a PECULIAR PLEASURE in working out a new PRINCIPLE.*
2. A practical scheme *may-be* found IMPRACTICABLE *for want of* means *to put it into* PRACTICE.
3. *The* PUBLICATIONS *of* this particular PUBLISHING house *have always been* POPULAR.
4. *The* exceptional PROFICIENCY *of-the* candidate won *for* him the PRINCIPALSHIP.
5. *The* outcome *of* all untried plans must-*be* PROBLEMATICAL.
6. Many a man *advertises* well *whose* business PRACTICES cannot be commended.

7. "*To-be or not to-be*" must *always be the* QUESTION.
 8. It-*is* REMARKABLE that our great RAILROADS can-*be* run *with* such REGULARITY.
 9. *In*-a REPUBLICAN government the REPRESENTATIVES/¹⁰⁰ are chosen by *the* people.
 10. *The* adjoining sides *of*-a RECTANGLE *are* PERPENDICULAR to each other.= 116.

S.

SATURDAY (-s)	SOUTHERN (-er)
SAVIOR	SPEAK (-s, -er, -ing, -ership)
SCRIPTURE (-al)	unspeakable (-bly)
SECRETARY (-al)	SPLENDID (-ly)
secretaries	‡STEREOPTICON
secretaryship	STRENGTH
SEPTEMBER	strengthen (-ed, -ing)
SHE (<i>she'd</i>)	strengthens
SIGNATURE (-s)	STRINGENT (-ly)
{ SIGNIFY (-s, -ed, -ing)	stringency
{ SIGNIFICANT (-ly)	astrigent
significance	SUBSCRIBE (-s, -ed, -er, -ing)
signification	SUBSEQUENT (-ly)
insignificant (-ly, -ance)	SUFFICIENT (-ly)
‡SISTER-IN-LAW	sufficiency
SKILFUL (-ness)	insufficient (-ly, -cy)
skilfully	SUPERFICIAL
unskilful (-ly, -ness)	superficially
So	superficiality
SOLUBLE	SUPERINTEND (-s, -ed, -ing)
solubility	superintendent (-s)
dissoluble (-bility)	superintendence
insoluble (-bility)	superintendency
‡SON-IN-LAW	

KEY.



WRITING EXERCISE.

1. *She* SIGNIFIED her intention of starting *on-the* first SATURDAY of SEPTEMBER.

2. *In-order-to* secure a SECRETARYSHIP it *has* become necessary *to-take* a SECRETARIAL course.

3. It-was regarded as SIGNIFICANT that an untrained artisan should achieve such SPLENDID results.

4. As-a matter of safety, no-one should attach *his* SIGNATURE to any paper *without* a full *knowledge* of its contents.

5. I-do-not feel SUFFICIENTLY clear as *to-the* advisability of this-move-ment *to-be* willing to SUBSCRIBE to it.

6. SUBSEQUENTLY *we-were* led *to-see* that many of-these apparently *important things* were really of but trifling/¹⁰⁰ SIGNIFICANCE.

7. "SPEAK truly and each word of thine shall-be a fruitful seed."

8. "A thing is never too often repeated *which-is* never SUFFICIENTLY learned."

9. It gave us UNSPEAKABLE *pleasure to* behold these triumphs of man.

10. In modern education the STEREOPTICON *has* become an *important* factor.= 146.

T, U.

{ TECHNICAL (-ly)
{ TECHNOLOGY
 technicality
TELEGRAPHY
 telegrapher (-s)

THANK (-s, -ed, -ing, -less, -ful,
 -fully, -fulness)
 Thanksgiving
 unthankful
THE

THEATRICAL

{ THERE (-at, -after, -by, -from,
-upon, -with)

{ THEIR

thereabouts

therefor

therefore

thereof

thereon

thereto

thereunto

THEY (*they'd*)¹THING (-s)

anything

everything

something

THINK (-s, -er, -ing)

*thinketh**bethink**unthinking**unthinkable*

THOUGH

TRANSCRIBE (-s, -ing, -er)

transcribed

transcript

transcription

TRANSITION (-al)

TRIBUTE (-s)

tributary

attribute (-s, -ed, -ing)

contribute (-s, -ed, -ing, -or)

distribute (-s, -ed, -ing, -or)

{ ULTIMO

{ ULTIMATE (-ly)

ultimatum

UNDERGO (-es)

UNIFORM (-ed, -ly)

uniformity

UNION (-s)

*unionist**unionism*

disunion

non-union

reunion

UNITARIAN (-s, -ism)

UNIVERSE (-ity)

universal (-ist, -ism)

universality

UP (-er)

uppermost

upon

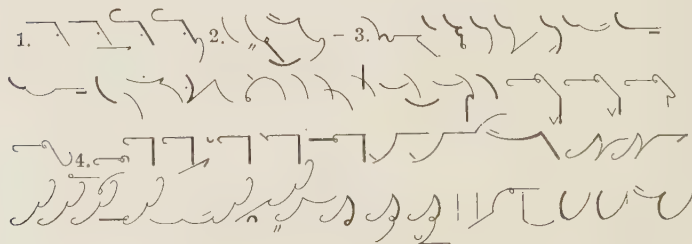
USUAL

usually

unusual (-ly, -ness)

¹Written through the line.

KEY.



WRITING EXERCISE.

1. *If you wish TECHNICAL knowledge you would do well to-go to TECHNOLOGY.*

2. Thought evolves *with-the* ages; many *things* once UNTHINKABLE are now *in* common use.

3. "As-a man THINKETH *in-his* heart, *so is he*."

4. "As surely as-a succession of UNIFORM crops *will* exhaust the best soil, the daily repetition of-a monotonous *occupation will* exhaust the best mind."

5. The recognition of THANKSGIVING Day is an annual TRIBUTE *to-the* Past.

6. No-one can tell what tests of character *he may* ULTIMATELY *have to* UNDERGO.

7. *He who* would CONTRIBUTE *to-the* wealth *of-the* future must look¹⁰⁰ well *to-the* present.

8. "How sharper than a serpent's tooth it-*is to-have* a THANKLESS child!"

9. *To-be* an efficient SUPERINTENDENT one should *have* a practical knowledge *of-the-work of* every department.

10. The broadest educators are *in favor of-a* National UNIVERSITY.==
144.

V, W, Y.

VALUE (-s, -ed, -ing, -less)

valuable

valuation

invaluable

undervalue (-ed, -ing)

VERY

VOCABULARY

VOLUBLE (-bly)

volubility

VOLUME (-s)

WARD (-s, -ed, -ing, back-, down-,

heaven-, home-, on-, out-, up-,

east-, west-, north-, south-)

warder

warden

wardrobe

award (-s, -ed, -ing)

awkward (-ly, -ness)

forward (-ed, -ing, -ness)

inward (-ly, -ness)

reward (-s, -ed, -ing)

wayward (-ness)

WE (*we'd*)

WHICH

whichever

whichever

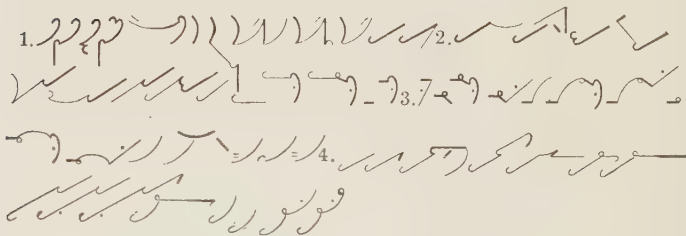
WHO (*who'd*)

whoever

whoe'er	² WITH (-draw, -drawn, -drawing, -drew)
whoso	² withal
whosoever	² withdrawal
whosoe'er	² withhold (-ing, -held)
whom	² without
whomsoever	² withstand (-ing)
whomsoe'er	² withstood
whose	herewith
whosoever	wherewith
whosoesoe'er	wherewithal
{ WILL (-ed)	YESTERDAY (-s)
{ WELL (<i>in phrases only</i>)	YOU (<i>you'd</i>)
¹ willing	² YOUR (-s)
good-will	² yourself
ill-will	² yourselves
	² Written through the line.

¹Used for the legal sense of the word only.

KEY.



WRITING EXERCISE.

1. "Truth is of VALUE only to him who can comprehend it."
2. In any literary pursuit a large VOCABULARY is a VALUABLE asset.
3. Three things are INVALUABLE,—good education, good health, good character.
4. What the wisest do-not know would make an immense VOLUME.

5. It-should-be borne *in* mind that "highest AWARDS" *are* not *in-*
frequently voted by incompetent judges.
6. By doing as-WELL-as *you* can today, *you-will* gain the power
to-do better tomorrow.
7. "WHOE'ER feels deeply feels *for all who* live."
8. An *opinion* that-is not based *on knowledge* is better WITHHELD.
9. GOOD-WILL *is* a builder; ILL-WILL,^{/100} a destroyer.
10. "Trust YOURSELF; every heart vibrates *to* that iron string,"= III.

Geographical Abbreviations.

AMERICA	FLORIDA
American (-ism)	GEORGIA
North America	GREAT BRITAIN
South America	HAWAII
ALABAMA	<i>Hawaiian</i>
<i>Alabamian</i>	IDAHO
ALBANY	ILLINOIS
ARKANSAS	<i>Illinoisan</i>
ARIZONA	IOWA
AUSTRALIA	<i>Iowan</i>
<i>Australian</i>	JERSEY CITY
BALTIMORE	KANSAS CITY
<i>Baltimorean</i>	KENTUCKY
CALIFORNIA	<i>Kentuckian</i>
<i>Californian</i>	LOUISIANA
CHICAGO	‡LOS ANGELES
<i>Chic'agoan</i>	MASSACHUSETTS
COLORADO	MEXICO
Colorado Springs	<i>New Mexico</i>
CINCINNATI	MICHIGAN
CONNECTICUT	MILWAUKEE
DELAWARE	MINNESOTA
‡DISTRICT OF COLUMBIA	MONTPELIER
{ ENGLAND	NEBRASKA
	NEVADA
{ ENGLISH	
Englishman (-men)	

NEW ENGLAND
New Englander

NEW HAMPSHIRE

NEW JERSEY

‡NEW ORLEANS

NEW YORK

New Yorker

New York City

‡NORTH CAROLINA

North Carolinian

‡NORTH DAKOTA

OHIO

Ohioan

OKLAHOMA

PENNSYLVANIA

Pennsylvanian

PHILADELPHIA

Philadelphian

PHILIPPINE (-s)

Filipino

Filipinos

‡PORTO RICO

Porto Rican

RHODE ISLAND

Rhode Islander

SACRAMENTO

SALT LAKE CITY

SAN FRANCISCO

San Franciscan

‡SOUTH CAROLINA

South Carolinian

‡SOUTH DAKOTA

SYRACUSE

TENNESSEE

Tennessean

UNITED STATES

United States of America

VIRGINIA

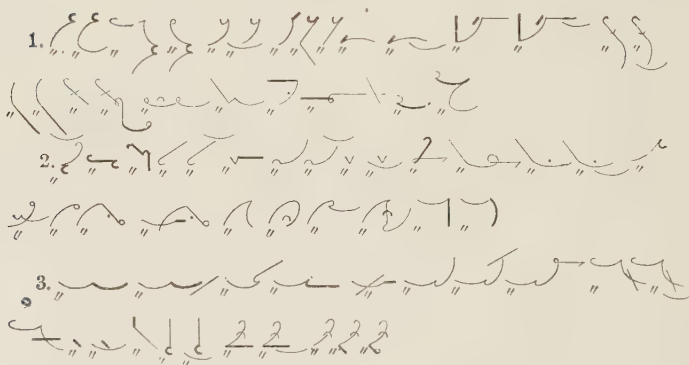
West Virginia

Virginian

WISCONSIN

WYOMING

KEY.





Topical Classification.

Such abbreviations as can be topically studied are here repeated to be used as a *drill*. By practising them under their special classification it is believed that they will be more indelibly impressed upon the mind. (For key see Complete Alphabetical List.)

F Omitted.— Qualification, superficial.

K Omitted.— Accept, architect, Episcopal, intoxicate.

L Omitted.— Hallelujah, incalculable, intelligent, intelligible, skilful.

N Omitted.— Amanuensis, contingent, demonstrate, messenger, passenger, stringent, transcribe, transition, union.

NG Omitted.— Length, nothing, strength.

P Omitted.— Allopathic, homeopathic, descriptive, scripture.

PL Omitted.— Accomplish.

R Omitted.— Church, democracy, deteriorate, extraordinary, favor, form, formidable, formula, formulate, honorable, northern, property, quadruped, quadruple, southern, theatrical, yesterday.

T Omitted.— Enthusiastic.

U (Y-Sound) Omitted.— Deputy, document, emolument, manufactory, manumit, manuscript, monument, refuge, refutation, reputable, soluble, voluble.

IN Omitted.— Father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

WRITING EXERCISES.

F, K, L Omitted.

1. *Without the proper QUALIFICATIONS, no-one can expect to succeed.*
2. *It-is the practical inventions which meet with-the most ready ACCEPTANCE.*
3. *The evils resulting from INTOXICANTS are INCALCULABLE.*

4. *The new EPISCOPAL rectory is to-be a marvel of ARCHITECTURAL skill.*

5. *An idea becomes INTELLIGIBLE to us in proportion to-the INTELLIGENCE we carry to-the idea.= 57.*

N Omitted.

1. *The decision was deferred until the AMANUENSIS returned with her TRANSCRIPT.*

2. *The necessity for STRINGENT measures DEMONSTRATED a lack of conscientiousness.*

3. *These CONTINGENCIES gave our superintendent great concern.*

4. *Everything with which we-are acquainted is in-a TRANSITIONAL state — even the earth itself.*

5. *"Liberty and UNION, now and forever, one and inseparable!" were the immortal words of-the great Webster.= 60.*

NG, P, PL Omitted.

1. *"NOTHING is lost that-is spent in-the line of-your profession."*

2. *"As the days begin to LENGTHEN the cold begins to STRENGTHEN."*

3. *"Something for NOTHING is always paid for."*

4. *Skill is skill, whether of-the ALLOPATHIC or HOMEOPATHIC type.*

5. *To-be a good listener is to possess a rare ACCOMPLISHMENT.= 51.*

R Omitted.

1. *In-a DEMOCRACY especially, the path of HONORABLE distinction lies open to all.*

2. *We thought it EXTRAORDINARY that there should be such DETERIORATION in-the quality of-the-work.*

3. *He has not yet decided whether he-is in FAVOR of investing in NORTHERN or SOUTHERN PROPERTY.*

4. *"Our todays and YESTERDAYS are the blocks with which we build."*

5. *He who would-be a REFORMER must-be willing to pay the price.= 70.*

U (Y-Sound) and IN Omitted.

1. *If you desire it, we-will DEPUTIZE your SON-IN-LAW to act in your stead.*

2. *The value of any legal DOCUMENT depends on its exactness.*

3. *The MANUMISSION of-the slave was-a triumph of justice.*

4. One cannot afford *to engage in anything* DISREPUTABLE, whatever the EMOLUMENT.

5. Character *is the* sum of individual qualities; REPUTATION *is the* estimate placed *on* character.= 59.

Irregular Phrases.

[The phrases indicated in parentheses are not keyed.]

Vowels and Tick Omitted.

A.— I am aware, we are aware, you are aware, she is aware, he is aware, as aforesaid, I am afraid, we are afraid, you are afraid, this agreement, it is agreed, it is agreeable, if it is agreeable.

Short-A.— Day after day, as another, this arrangement, your attention, call your attention.

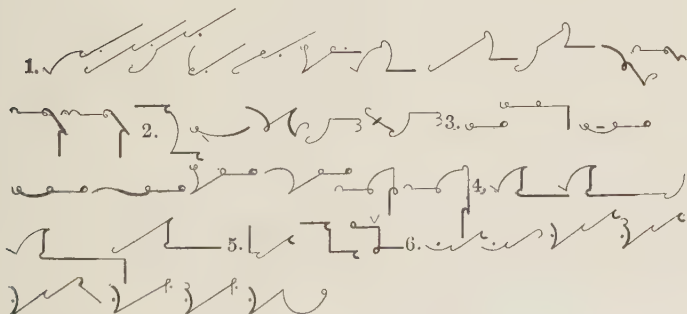
Short-I.— As it is, as it is to be, as soon as it is, as long as it is, so long as it is, as far as it is, so far as it is, it is impossible, it is improbable.

O.— I am obliged, I am obliged to you, I am obliged to be, we are obliged.

I.— By the way, day by day, side by side.

Tick.— Any way, any one, every way, in every way, every week, every respect, in every respect, everything else.

KEY.



Consonants and Syllables Omitted.

T.— At last, at least, at length, at once, a long time, for a long time.

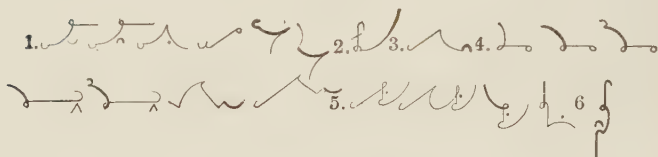
H.— Policy holder.

TH.— We thank Thee.

IN.— For instance, this instance, in this instance, this institution, in this institution, I am inclined, we are inclined.

EX.— We expect you, we shall expect you, they expect you, by express.

RE.— Bills receivable.

KEY.**Words Omitted.**

A.— Once a month.

AFTER.— Week after week, year after year, month after month, season after season.

AND.— More and more, by and by, again and again, father and mother, hither and thither, now and then, less and less, over and over.

OF.— Account of sales, this time of year.

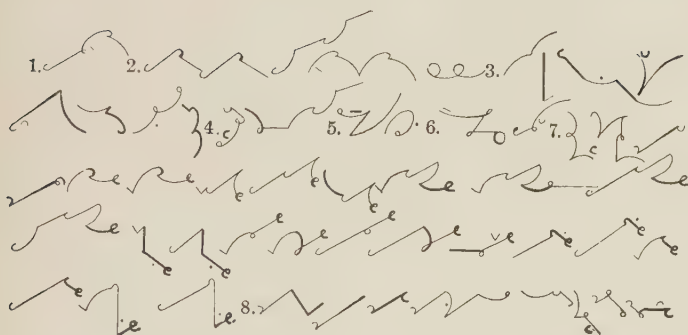
OR.— Sooner or later, more or less.

THE.— Under the circumstances, what is the matter.

TO.— Face to face, from place to place, in order to have, in order to see, mean to say, I mean to say, I wish to say, we wish to say, they wish to say, I am willing to say, I am willing to state, we are willing to say, (state), you are willing to say, (state), I beg to say, (state), we beg to say (state), I am sorry to say, I am very sorry to say, we are sorry to say, we are very sorry to say, desire to say, regret to say, (state), we regret to say, (state), I am glad to say, (state), we are glad to say, (state), I am prepared to say, (state), we are prepared to say, (state).

Both Regular and Irregular.— In regard (to), in order (to), in relation (to), in reference (to), on account (of), for the sake (of), in consequence (of), in consideration (of).

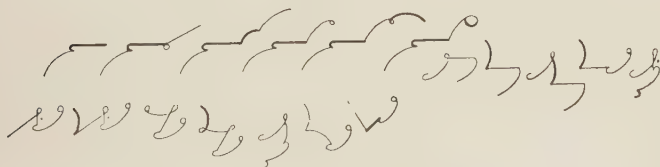
KEY.



Salutations and Complimentary Endings

My dear, my dear Sir, my dear Madam, my dear Miss, my dear Mrs., my dear Misses, yours truly, very truly, yours very truly, very truly yours, yours respectfully, respectfully yours, very respectfully yours, sincerely yours, very sincerely yours, yours faithfully, faithfully yours, cordially yours.

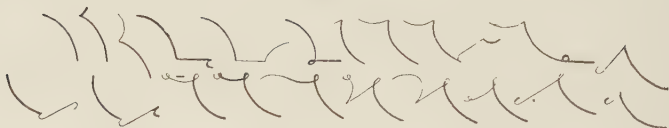
KEY.



TH Doubled To Imply OTHER.

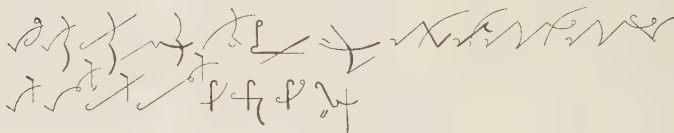
The other, all the other, for the other, the other day, the other time, the other side, of the other, on the other, on the other hand, on the other side, with the other, the other one, the other way, as soon as the other, as long as the other, so long as the other, as far as the other, so far as the other, as well as the other, where is the other, what is the other.

KEY.

**Intersected Forms.**

I am in receipt of yours, I am in receipt of your favor, (check, letter, card, postal, telegram, wire, order, inquiry, communication), we are in receipt of your favor (etc.), replying to your favor, matter of fact, subject to your order, under separate cover, in regard to the matter, in relation to the matter, in reference to the matter, in reference to your claim, I am of the opinion, I am of the same opinion, we are of the opinion, we are of the same opinion, bill of lading, bill of exchange, bill of sales, Grand Army of the Republic.

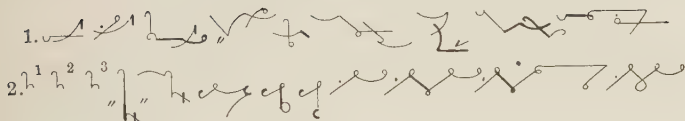
KEY.

**Legal Phrases.**

Attorney at law, heirs at law, proceedings at law, Commonwealth of Massachusetts, know all men by these presents, next of kin, null and void, according to agreement, administrator of the estate.

Party of the first part, party of the second part, party of the third part, Probate Court, Superior Court, what is your name, what is your business, what is your occupation, heirs or assigns, heirs, executors or assigns, heirs, executors or administrators, heirs, successors or assigns.

KEY.



Miscellaneous.

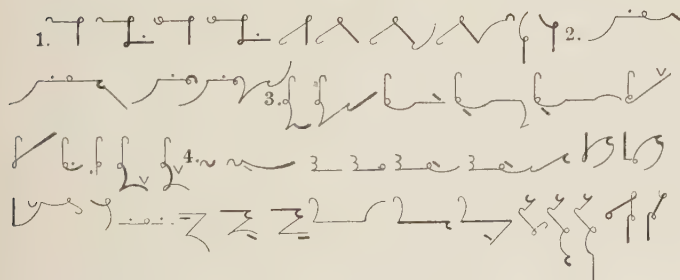
Circle for HAS.— It has been, it has been said, as it has been, as it has been said, he has been, he has given, he has given you, he has given me, she has been, there has been.

Circle for US.— Let us know, let us take, let us see, let us hear from you.

Phrases Containing PLEASE.— Please find, please forward, please note, please notify, please notice, please wire, please order, please send, please accept, please advise, please advise us.

In a, in another, in it, in its, in its own, in its own way, by same mail, by the same mail, balance of account, and so forth, et cetera, two or three, day or so, day or two, from time to time, from day to day, from door to door, articles of agreement, articles of association, articles of copartnership, as early as possible, as large as possible.

KEY.



Grand Summary.

Number of words keyed, Sections 1-4	5,353
Number of words for Independent Work ...	1,653
Number of root abbreviations	329
Number of derivative abbreviations	957
<hr/>	
Grand Total	8,295

SECTION SIX.

Writing Exercises.

*Self-knowledge, self-reverence, self-control —
These three alone lead men to sovereign power.*

— RALPH WALDO EMERSON.

WRITING EXERCISES.

GIRLS IN BUSINESS.

Girls, *if you don't mean to make a thorough business of-the occupation you have chosen, never, never, never begin to-be occupied at-all. Half-finished work will not answer for professionals. People who pay for a thing demand thorough workmanship or none. To offer incomplete work for complete market price is to-be either a cheat or a beggar.* = 61.

— *Elizabeth Stuart Phelps.*

DON'T BE A PARROT.

I grant that *the education which cultivates only the memory may make prodigies, and that it has done so; but these prodigies last only during the time of infancy.*

He who knows only by heart knows nothing; he who has not learned to reflect has not been instructed, or, what-is still worse, has-been poorly instructed. = 57.

— *James Parton.*

HE WHO WRONGS ANOTHER WRONGS HIMSELF.

No-man can put a chain about *the ankle of his fellowman without at last finding the-other end of it fastened about his-own neck. The lesson of all ages on this point is that a wrong done to one man is a wrong done to all men. It may not be felt at-the moment, and the evil day may-be long delayed; but so sure as-there-is-a moral government of-the universe, so sure will the harvest of evil come.* = 85.

— *Hon. Frederick Douglass.*

BE SENSIBLE.

People ought-*to-be* as sensible *on-the* subject of money-getting as *on* any other subject. Like causes produce like effects. *You* cannot accumulate a fortune by taking *the* road that leads *to* poverty. It needs no prophet *to-tell* us that those *who* live fully *up to their* means, *without* any thought of a reverse *in* life, can never attain a pecuniary independence.= 65.

— P. T. Barnum.

EVERY MAN MUST DO HIS OWN WORK.

There-is-a time *in* every man's education when *he* arrives at-*the* conclusion that envy *is* ignorance; that imitation *is* suicide; that *he* must take himself *for* better, *for* worse, as *his* portion; that *though the* wide *universe* *is* full of good, no kernel of nourishing corn can come *to* him but through *his* toil bestowed *on* that plat of ground *which is* given *to* him *to* till. The power *which* resides *in* him *is* new *in* nature, and none but *he* knows what that *is* *which* *he-can* *do*, nor does *he* know till *he* *has* tried.= 99.

— Ralph Waldo Emerson.

THE GENIUS OF OUR GOVERNMENT INSPIRING.

To all our means of culture *is* added that powerful incentive *to* personal ambition *which* springs from *the* genius of our government. The pathway *to* honorable distinction lies open *to all*. No post of honor *is* so high but *the* poorest boy *may* hope *to* reach it. It-*is* the pride of every American that many cherished names, at *whose* mention our hearts beat *with* a quicker bound, were worn by *the* sons of poverty, *who* conquered obscurity and became fixed stars *in* our firmament.= 85.

— James A. Garfield.

CULTURE THE CURE FOR GOSSIP.

Gossip *is always* a personal confession either *of malice or* imbecility; and *the* young should not only shun it, but by *the* most thorough culture relieve themselves *of all* temptation to indulge *in*-it.

There-are neighborhoods *in which* it rages like a pest. Churches *are* split *in* pieces by it. Neighbors *are* made enemies for life by it. *In* many persons it degenerates *into*-a chronic disease *which-is* practically incurable. Let *the* young cure it while *they may*. = 80.

J. G. Holland.

DO RIGHT AND TRUST THE RESULT.

It-is the part of an indiscreet and troublesome ambition *to* care too-much about fame — about what *the*-world says about us; *to-be always* looking *into-the* faces of others for approval; *to-be always* anxious *for-the* effect of what *we* do and say; *to-be always* shouting *to-hear the* echo of our-own voices.

If you look around *you*, *you-will* see men *who-are* wearing life away *in* feverish anxiety *for* fame; and *the* last *we*-shall ever hear *of* them *will-be the* funeral bell that tolls them *to an* early grave. = 99.

— Henry W. Longfellow.

EULOGY ON WENDELL PHILLIPS

I-am not here *to* eulogize *the* mortal, but *the* immortal. *He*, too, was a great *American* patriot; and no *American* life — no, not one — offers *to* future generations *of his* countrymen a *more* priceless example *of* inflexible fidelity *to* conscience and *to* public duty; and no *American* *more* truly than *he* purged *the national* name *of* its shame and made *the American* flag *the* flag *of hope* for all mankind. = 71.

— George William Curtis.

EULOGY ON ABRAHAM LINCOLN.

Four years-ago, O *Illinois*, we took from *your* midst an untried man, and from among *the* people! We return him *to-you* a mighty conqueror. Not thine any-more, but *the* nation's; not ours, but *the-world's*. Give him place, O ye prairies! *In-the* midst of this great continent *his* dust shall rest, a sacred treasure *to* myriads *who* shall pilgrim *to* that shrine *to* kindle anew *their* zeal and patriotism. Ye winds that move over *the* mighty West, chant *his* requiem. Ye people, behold a martyr *whose* blood, as *so-many* articulate words, pleads *for* fidelity, *for*¹⁰⁰ law, *for* liberty. = 103. — Henry Ward Beecher.

EDUCATION SHOULD DEVELOP PRACTICAL TALENT.

The aim and end of *intelligence* is the development of practical talent; *for* if a man's intellectual training does-not fit him *to-do-something* and *be* somebody, of what use is it? "Simply reading and brooding about what others *have* done *will* not answer. *There-are* too-many young men and women *so* exquisitely educated as *to-be* good *for nothing* but *to-be* put *in-* a show-case as specimens of what *the* most approved education can-do." = 80. — W. M. Chandler.

LEARN TO REASON.

You must train *the* faculty of reason as *you* go along, *so* *you* shall-have an *opinion*, and not take *your opinion* from the first man *you* meet *on-the* street. 'This is *the* duty of-a man. Without it he forfeits man's privilege, and is *nothing* but a chip *in-the* flood. How often *do-you* see a man *who* knows not what *the* word "*opinion*" means, *who* never had *the* luxury of an *opinion*. Meanwhile, *he-has-been* the tool and fool of every

person *who has* chosen *to* use him *or* tell him what *he* must think/¹⁰⁰ *or* say. *To* keep clear of this vacancy *he* must learn *how* to search for truth; *how* to question and *how* to reason.

= 123.

— E. E. Hale.

NEVER INSULT THE HUMBLE.

A humming-bird met a butterfly, and, *being* pleased *with-the* beauty of *his* person and *-the* glory of *his* wings, made an offer of perpetual friendship.

"I-cannot *think* of it," was *the* reply, "as *you* once spurned me and called me a crawling dolt."

"Impossible!" exclaimed *the* humming-bird. "I *always* had *the* greatest respect *for* such beautiful creatures as *you*."

"Perhaps *you* *have* now," said *the*-other; "but when *you* insulted me I-was-a caterpillar. So let me *give-you* a piece of advice. Never insult *the* humble, as-*they* may some-day become *your* superiors." = 99.

EDUCATE YOUR WILL.

Some young man complains that *he* has not had *the* advantages of college. Perhaps it-*is*-better that *you* have not. No young man need now look around and say, "I-*have* no opportunities." *There* has not been a man born *on* this continent *within the* last seventy-five years, that had a reasonable head, that *has* not had an opportunity to become educated. It-*is*-not absolutely necessary that *you* go to college. *There-are* opportunities *on* every hand for *your* personal development. Where shall-*you* begin? *With-the* thought of-*the* possibility. Believe it; *have* faith *in*-it. Then/¹⁰⁰ *your* next move *is* to will. "I-*will-be* educated!" *There* lies *your* success — *in* *your* will.

= 117.

— Charles Wesley Emerson.

REpent BY DOING BETTER.

Remorse paralyzes *the* energies and unfits a man *for-the* doing of manly work. Be sorry for your sins, but evince your sorrow, not *in-the* shedding of useless penitential tears, but *in* trying *to-do* a little better. Repent *with* a repentance not *to-be* repented of, by writing *in-the* history of this great *universe* deeds of duty, of mercy, and of love. To-day is ours. Fill it *with* right and duty, *with* light and *with* joy.=79.

— James K. Applebee.

WILL YOU BE A MAN, OR A NOBODY?

Do-you believe it-is-worth *your* while *to-be* noble whether *you* occupy a high station *in-the-world* or not; *to-be* noble whether *you* win a present success or not? I sometimes see men go by *who-have been* true to their ideals and lost by it *in* public estimation. People say, "*If* only that man had-been willing to give way a little *on* that particular point *he* might have-been a grand success *in* life." But I, *for* one, would rather see him go by, a man, *without* an office as an attachment, than *to*¹⁰⁰—see the office go by *without* a man as an attachment. *Are-you* willing to pay the price of nobility?

"Then *to* side with Truth/¹²⁵ is noble when *we* share her
wretched crust,

Ere her cause bring fame and profit and 't is prosperous
to-be just." =146.

— Minot J. Savage.

CAREERS FOR OUR DAUGHTERS.

In-this changed condition of our modern life, where *there-are* so-many *business* chances, *business* ventures, *business* spec-

ulations, *you need to face the fact that there-is-not a single woman of-you that may not, through the vicissitudes of-the future, find the necessity of solving the problem of practical personal support. It-is-not something far away, except in your imagination. I trust it may never come, but it may; and you should, at least, consider the question of those who-have come into-the midst of-these necessities with no greater fault, perhaps, than that which/¹⁰⁰ would-be laid to-your charge should it come to-you. . . .*

If women are to miss any kind of instruction they cannot afford to miss/¹²⁵ that which will make them capable of earning their-own bread. This is as important for girls as for boys.= 145.

— Minot J. Savage.

THE GOLDEN AGE TO BE.

Let us hope that-the time is coming when all bitterness shall-be buried in-the common love of truth and freedom, and in united efforts toward help for-the living.= 31.

— W. M. Chandler.

THE STUDENTS' COMMISSION.

Let me say, then, in-the language once bestowed upon-the youthful knights: "Go forth! Be brave, loyal, and successful!" And may it be your office to light fresh beacon-fires sacred to truth.=34.

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